

Binghamton University - New Student Programs

Orientation Graduate Assistant

New Student Programs supports new students and families with the transition to Binghamton University by overseeing the development and creation of several specific programs including the design and implementation of Summer Orientation, Fall Orientation, January Orientation, Family Orientation and Welcome Week programming. These programs offer new students and families a comprehensive Orientation to Binghamton University. New Student Programs also oversees the recruitment, selection, training, and supervision of approximately 25 Orientation Advisors as well as approximately 12 students for our Summer Staff.

New Student Programs is seeking one graduate student to serve as a Graduate Assistant. This position requires an average commitment of 20 hours per week.

Duties and Responsibilities

- Assist with the recruitment, selection, and training of the 2024 Orientation Advisor Staff and Summer Staff
- Assist in the design and implementation of Orientation Advisor training program
- Design and edit publications
- Update and maintain office social media accounts
- Work in collaboration with both the Director, Assistant Director, and Coordinator of New Student Programs as well as university staff and faculty to plan, design, and implement Orientation programs
- Collaborate with other offices, and serve on University wide committees as needed
- Assist with the planning and coordination of Welcome Week programming and New Student Welcome events
- Opportunity to assist with additional programming of specific interest as needed

Qualifications

- Candidates must be accepted into a Binghamton University graduate program for the 2024-2025 academic year
- Knowledge of unique needs and concerns of first-year and transfer students
- Previous student leadership experience
- Ability to work as a member of a team with professionals from across campus
- An understanding of the services and organization structure at Binghamton University
- Strong organization skills
- Ability to work independently in a fast-paced environment
- Strong computer skills
- Willingness to learn

Stipend:

This assistantship includes a base stipend for the academic year of \$11,800, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected.

To Apply:

Interested candidates not in the Student Affairs Administration program should submit a resume, cover letter and contact information for three professional references via email to Alyssa Talvi at atalvi@binghamton.edu.