

**Binghamton University – Dean of Students/Campus Activities**  
**Late Nite Binghamton Graduate Assistant**

**About Late Nite Binghamton**

Late Nite Binghamton is designed to enhance the quality of student life by providing activities attractive to all students. Graduate Assistants in this position gain a wide range of practical experience in program management, supervision, advising, budgeting, and more; this position is designed to prepare staff for entry into the professional field of Student Affairs.

Late Nite utilizes a highly collaborative programming model to host popular pre-release films on most Friday nights, as well as large-scale themed events on Saturday nights. Currently, Late Nite is responsible for creating innovative in-person events that follow safety measures and University guidelines. Late Nite also hosts occasional weeknight and promotional/reserved events throughout the academic year.

Various activities hosted by Late Nite include, but are not limited to: films, performers, giant inflatables, laser tag, bingo, trivia, petting zoos, crafts, and more. Late Nite collaborates with student organizations and other campus and community entities to host high-quality events for Binghamton University students.

**Position Description**

Late Nite Binghamton is seeking graduate assistants (3) to oversee and advise in the planning and implementation of approximately four (4) Friday night film events, four (4) Saturday night themed events, two (2) weekday/weeknight events, and several promotional events/activities per semester. This twenty (20) hour per week position includes mandatory rotating Friday and Saturday night shifts (approximately every third weekend with shifts beginning at approximately 6:00 PM and ending at approximately 1:00 AM the following morning).

**Duties and Responsibilities**

- Oversee production of assigned events from inception to completion.
- Advise student staff throughout the event planning process and manage the day of tasks.
- Supervise approximately ten (10) undergraduate students during each event.
- Collateral assignment: directly oversee the following collateral areas for approximately five (8) hours per week: collaborations; personnel; marketing; and facilities.
- Collaborate with fellow graduate assistants to ensure high-quality promotional materials are created and distributed promptly, appropriate partnerships are formed between Late Nite and other individuals/organizations, and internal community-building activities are meeting the needs of Late Nite team members.
- Ensure event, storage, and office spaces remain accessible, organized, safe, and welcoming.
- Participate and run Campus Activities Board (CAB) meetings and other meetings as needed.
- Serve on-call for events as needed.
- Assist in maintaining and organizing the storage and inventory of Late Nite equipment and supplies.
- Communicate with undergraduate staff to communicate training, staffing, and roles.
- Assist the Late Nite assistant director on a multitude of tasks.

## **Qualifications**

Candidates must be accepted into a Binghamton University graduate program for the 2024-25 academic year, hold a Bachelor's degree, and meet the following requirements:

- Full-time graduate student.
- Leadership and team experience.
- Experience in event planning and/or student activities.
- Computer skills (including Google Suite, Microsoft Word, Microsoft Excel, and Canva/or Photoshop).
- Social media experience
- Adaptable and proactive in ambiguous situations.
- Skilled in the areas of communication, organization, multitasking, critical thinking, basic research, and customer service.
- Familiar with pop culture.
- Creative mindset to create new and exciting events for students while following policies in place.

## **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 Madison McQueeney at [mmcqueen@binghamton.edu](mailto:mmcqueen@binghamton.edu).