

Binghamton University Graduate Assistant
Supervising Department: The Union
Position: Events and Operations

Responsibilities:

- Assist in the supervision of The Union Guest Services Associates and Event Services Associates student leadership position. Responsibilities include assisting in facilitating group and individual meetings, scheduling for the semester, and answering questions as they arise from the staff.
 - May include support of other DOS/Union undergraduate staff
- Work with the Assistant Director in managing event reservations and requests.
- Assist in the implementation and coordination of event planning in The Union.
- Assist in the development and implementation of marketing strategies in support of event promotions in The Union.
- Assist in the management of Union Chargebacks for events and digital signage
- Assist in the management of A/V and other technology solutions in support of Union operations.
- Support Union events and programs which include B-Welcome, Stress Free Bing and other programs as identified in The Union.

Qualifications:

- Must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year.
- Strong organizational skills and the ability to manage multiple priorities.
- Ability to work interdependently with professional staff, graduate and undergraduate students.
- Experience in event planning or student program planning.
- Proficient with Google Drive and various applications.

Stipend:

The Graduate Student Employees Union (GSEU) represents this position which is expected to extend from August 13, 2026 through May 19, 2027. This assistantship includes a base stipend of \$18,000, paid biweekly. This is an in-person position and an average of 20 hours of work per week is expected.

To Apply:

Higher Education and Student Affairs candidates will be able to preference positions as part of their acceptance process. Interested candidates not from HESA should submit a resume, cover letter and contact information for three professional references via email to Catherine Faughnan, at cfaughn@binghamton.edu.

Highly qualified applicants will be invited to interview and offers will be made as soon as possible thereafter.

Equal Opportunity/Affirmative Action Employer

The State University of New York is an Equal Opportunity/Affirmative Action Employer. It is the policy of Binghamton University to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender identity or expression, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

As required by Title IX and its implementing regulations Binghamton University does not discriminate on the basis of sex in the educational programs and activities which it operates. This requirement extends to employment and admission. Inquiries about sex discrimination may be directed to the University Title IX Coordinator or directly to the Office of Civil Rights (OCR). Contact information for the Title IX Coordinator and OCR, as well as the University's complete Non-Discrimination Notice may be found [here](#).

Binghamton University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact the ADA Coordinator by completing the [Reasonable Accommodation Request Form](#).