

Binghamton University Graduate Assistant
Supervising Department: EOP Tutorial Center
Position: Graduate Assistant

OVERVIEW

The Educational Opportunity Program (EOP) at Binghamton University is committed to enrolling students who meet specific academic and financial criteria, while also providing advocacy and support to these students through their academic journey and beyond. EOP's tutorial services are designed to offer both group and individual tutoring, creating an optimal learning environment for focused study. This includes access to a variety of resources such as textbook and calculator rentals, projection television sets, glass-erase boards, computers, printers, and textbooks.

The graduate assistant's central responsibility is to assist the tutorial coordinator in both the long-term planning and the day-to-day operations of the tutorial center. This includes the training, assessment, and observations of the tutorial center staff, record keeping, task management, report building, and the planning and preparation of staff meetings, training sessions, and workshops. The graduate assistant will also have the responsibility for the one-on-one mentoring of front desk managers, tutorial staff, as well as students.

Job Responsibilities:

- Coordinate the scheduling, management, and supervision of front desk managers, academic coaches, and tutorial staff.
- Collect, input, analyze, and assess diverse data types, organizing them into comprehensive reports.
- Facilitate the planning and execution of staff meetings, training sessions, and educational workshops.
- Contribute to the overall strategy and promotion of the tutorial center through various channels, including digital platforms and social media.
- Participate in the recruitment process of student employees, including conducting interviews and aiding in selection decisions.
- Collaborate in the organization and promotion of academic workshops.
- Provide mentorship and leadership to the tutorial center staff, fostering a collaborative work environment.
- Offer tutoring services as per academic qualifications and interests.
- Support broader EOP departmental activities and initiatives.

Qualifications:

- Must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year
- Prior experience in working with, or knowledge of, EOP or similar opportunity programs.
- Exceptional communication skills, both oral and written, and proficiency in Microsoft Office, Google Suites, hireBing, and social media platforms.
- Demonstrated organizational and time management prowess.
- Experience in tutoring within higher education settings.
- Professional demeanor and presentation.

- Customer-oriented approach and mindset.
- Initiative-taking, resourcefulness, and proactive problem-solving abilities.
- Detail-oriented, highly motivated, and well-organized.
- Availability to participate in training sessions prior to the academic year and at the start of the Spring semester.
- Commitment to a 20-hour work week, which may include nights and weekends.

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 Ryan Mead at rmead@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](#).