

## **Binghamton University – Auxiliary Services, Transportation and Parking Services (TAPS) Graduate Assistantship – Business Operations and Analytics**

The departments of Auxiliary Services and Transportation and Parking Services operate extensive and essential services for the campus. Ranging from food service, the campus bookstore, banking, vending, residence hall laundry, Micro-Fridge rentals, and the campus farm, to parking, OCCT transportation, the bike share program, carpooling, Safe Ride, Zip Car, and more. There are many touchpoints with the Binghamton student experience. We strive to deliver all these services with high standards, responsive service to all our customers, and constant engagement, feedback, and analysis to foster a pattern of continuous improvement.

### **Responsibilities/examples of activities and projects the Graduate Assistant would assist with:**

- Analysis and presentation of data from various systems, including parking management, transportation ridership data, bike share statistics, and others.
- Analysis and reporting of financial data, refining dashboards and other decision support tools for decision-makers in the division of Student Affairs.
- Prepare daily credit card deposits for Parking Services and update records to be used in monthly reconciliation.

### **Qualifications:**

- Preference will be given to candidates with a bachelor's degree in business, accounting, data analytics, or a related field.
- Must be enrolled as a full-time student in a Binghamton University graduate program for the academic year
- Ability to collaborate and communicate with other offices on campus.
- Computer proficiency with Excel, and preferably also Access.
- Strong communication, organizational, administrative, and decision-making skills.
- Ability to prioritize and handle multiple projects.

### **Stipend:**

This assistantship includes a base stipend of \$12,200 for the academic year or an extended academic year of \$13,200, paid biweekly. The Graduate Student Employees Union (GSEU) represents this position, and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week are expected.

\*Extended academic year appointments require work during winter and spring breaks.

### **To Apply:**

Interested candidates not in the Student Affairs Administration program should apply on Handshake at <https://app.joinhandshake.com/emp/jobs/9624406>.