

Binghamton University – Transfer Student Services (TSS)

Transfer Student Success Graduate Assistant

Description:

The Transfer Student Success Graduate Assistant plays an important role in aiding the Assistant Director for Transfer-Year Success and Programming, in providing outreach and services to prospective and enrolled transfer students at Binghamton University. The Graduate Assistant (GA) coordinates, plans and executes academic, social and cultural programs, specifically designed to meet transfer student needs. In addition, the GA may assist with supervision and/or oversight of student employees or interns.

Additionally, the Graduate Assistant for Transfer Student Services will coordinate targeted academic success programs and workshops, aiming to foster a sense of community among at-risk student populations. The department's professional and student staff will familiarize themselves with campus services to help students navigate and identify appropriate resources for their individual needs. In one-on-one meetings with transfer students, the graduate assistant will provide assistance with transitional issues through suggestions and referrals to campus resources.

Duties and Responsibilities:

- Schedule and maintain regular office hours to meet with current and/or prospective transfer students through individual meetings or group sessions regarding academic, social or general adjustment experiences
- Plan, implement and oversee academic, social and/or cultural programming designed to meet needs of transfer students
- Assist with transfer student orientation, program planning and presentations throughout the year
- Serve as TSS representative for prospective transfer students from the Office of Admissions
- Manage Binghamton University *B-Engaged* databases
- Manage social media on the office Facebook, Twitter, Instagram and Snapchat accounts.
- Manage Transfer Student Services general email account and respond to all inquiries in a timely manner
- Assist with overseeing the Transfer Mentor program
- Assist with supervision of student staff and/or volunteers (i.e., interns)
- Produce and disseminate regularly scheduled e-newsletters to transfer students via *B-Engaged*
- Work with the assistant director on creating an annual report
- Occasional weekend and/or evening hours are required for specific events sponsored by the office (These hours count toward the 20-hour work week)

Qualifications:

- Must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year
- Knowledge of transfer student needs and concerns is preferred
- Experience working with students, specifically in student affairs
- Prior supervisory experience is preferred but not required
- Proficiency using Excel spreadsheets, Microsoft Word and Publisher (or other software)

- appropriate for creating newsletters) is required
- Event planning or student programming experience required

Stipend:

This assistantship includes a base stipend for the academic year of \$12,200, 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. Hours which are not events must be completed in either the Mentor Office or in the Department of Student Transition and Success office location.

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 Michael Henningsen at mhenning@binghamton.edu.