

Binghamton University Graduate Assistant
Supervising Department: Center for Civic Engagement
Position: Community Service Assistant

The Graduate Assistant will join a team of professional staff and students to support and further the mission of the Center for Civic Engagement. The Center for Civic Engagement (CCE) cultivates partnerships that strengthen communities and develop active and engaged citizens.

The Center for Civic Engagement works with a number of local school districts to develop meaningful volunteer opportunities and coordinate student volunteers. Volunteer opportunities include, but are not limited to, class-based tutoring, after school tutoring, lunchroom engagement, parent/family engagement and event-based volunteerism.

Description of Duties:

The GA will work with local schools to understand needs that can be met through student volunteers or other University resources. The GA will develop programs and recruit, train and coordinate student volunteers placed in the schools. The GA will also manage requests from individuals on campus - including students, student groups, faculty, and staff - who are interested in volunteering in the host school district. The GA will then place individuals into volunteer positions based on program priorities and identified school needs. Graduate Assistants serve on a team of dedicated staff, including professional staff, and other graduate assistants.

Additional responsibilities of the position include: monitoring progress of volunteers and their initiatives, assisting volunteers in problem solving, assessing outcomes of initiatives, evaluating effectiveness of programming, collecting data, and compiling final reports. CCE staff attend 1-2 staff meetings a week for program preparation, goal setting, and professional development. All CCE staff also contribute to helping students find service opportunities, assisting with walk-in traffic, giving presentations, tabling to promote CCE, and supporting CCE events and programs.

GAs work 20 hours per week and must be available to work at minimum four days per week primarily during normal business hours. Some evening and weekend hours are expected. This GA is largely based in the office of the Center for Civic Engagement, but may spend some of their time in the community at organizations and/or schools. ***This position may require the GA to have reliable personal transportation.***

Qualifications:

Candidates must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year. This position is available to Master's level students only.

The successful candidate should possess:

- Interest in community service and/or civic engagement
- Experience with event planning, program management and/or volunteer coordination
- Strong organizational and time management skills
- Strong oral and written communication skills
- Ability to work both independently and as part of a team

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 Kyra Hickey at khickey@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

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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](#).