

Binghamton University - EOP Tutorial Center 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.

MINIMUM QUALIFICATIONS

- Must be enrolled full-time in a Binghamton University graduate program for the duration of assistantship assignment
- 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:

This assistantship includes a base stipend for the academic year of \$11,800, 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.

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 Ryan Mead at rmead@binghamton.edu.