

Binghamton University Graduate Assistant
Supervising Department: Campus Recreational Services
Position: Club Sports

Under the supervision of the Sr. Assistant Director-Sport Programs of Campus Recreational Services, the Graduate Assistant will be afforded key responsibilities and duties with the management and day-to-day operation of a comprehensive Club Sports Program as well as with/for the Department of Campus Recreational Services.

The Club Sports Graduate Assistant will gain valuable experience in planning, organizing, implementing and evaluating a wide range of programs and activities. The Club Sports Graduate Assistant will have opportunities to utilize and develop personal and professional skills needed to assist with the management of a comprehensive club sports program.

Duties and Responsibilities:

- Act as a positive liaison for the university, department, and club sports program in all interactions
- Assist supervisor by working with club sport teams to assist with the resolution of specific and general club needs; support and encourage the concept of student leadership and development.
- Act as a direct liaison to the following clubs (11): Aikido, Badminton, Bowling, Brazilian Ju Jitsu, Golf, Kung Fu, Outdoors, Running, Swim, Table Tennis, Tae Kwon Do. It is expected to meet with these clubs at least once per month.
- Assist with the guidance of club sport leadership on matters of club management, organizational development, University/Campus Recreation/Club Sport rules/policies/procedures.
- Assist with the planning and supervision for home events. This includes coordination of appropriate student staff (supervisor(s) and time/scorekeepers), event set-up and break-down, actual supervision if needed.
- Act as primary supervisor for all home ice hockey club games and crew regatta off campus.
- Assist with the coordination, scheduling, supervision and evaluation of student supervisors for practices and events.
- Assist with personnel management (student timesheet confirmation, recording, enforcement of rules and policies).
- Assist in generating a positive public relations program within the University community. This includes marketing the program as a whole. GA will assist with providing web page updates and maintenance.
- Assist with participant registration. Become primary review source of participant registration forms including all B-Engaged materials.
- Act as primary contact with clubs regarding home and away event rosters. Along with student office staff, review and approve home and away rosters, develop travel related binders.
- Assist with practice evaluation and statistical recording.
- Assist with inventory control (collection and distribution of equipment).
- Provide monthly budget reports to presidents
- Assist with the review of new club sport proposals.
- Assist with the annual evaluation of and revision of sports rules, policies, and procedures associated with programming.
- Participate in Campus Recreational Services expos and/or informational sessions/fairs.

Qualifications:

Candidates must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year. Candidates with a bachelor's degree in recreation management, sports management, physical education or social sciences/student affairs program preferred. Candidates must be willing to obtain CPR, First Aid, and AED certification. Experience within Campus Recreation, Athletics or Intramurals/Club Sports is preferred. Strong written and oral communication skills required. Ability to multi-task and work as a team player is a must. Computer proficiency in MS Office required.

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 in HESA should submit a resume, cover letter and contact information for three professional references via email to camprec@binghamton.edu. Please indicate that you are applying for the Club Sports position. Applications accepted through Friday, March 27, 2026. 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](#).