**POSITION VACANCY ANNOUNCEMENT**

Applications are invited for consideration for the following position:

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>APPOINTMENT TITLE:</th>
<th>SALARY RANGE:</th>
<th>LOCAL TITLE:</th>
<th>IF PART-TIME, % OF TIME:</th>
<th>THIS POSITION IS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binghamton University Alumni Relations</td>
<td>Project Staff Assistant</td>
<td>$35,000-$40,000</td>
<td>Alumni Relations Assistant</td>
<td></td>
<td>EXEMPT, NONEXEMPT</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

The Project Staff Assistant is a professional institutional advancement position within the Binghamton University Alumni Relations Office. The position requires a high level of independence and confidentiality and reports directly to the Senior Director of Alumni Relations. The position provides support to the senior director, associate and assistant director of alumni relations.

Works independently with a high level of initiative in drafting correspondence, minutes, reports, agendas, etc., as needed in the general course of business. Attends various meetings to take minutes which are transcribed and distributed appropriately.

Provides extensive telephone and high volume of e-mail communication (50-75 daily) regarding a variety of programs and projects. Drafts some correspondence and sets up appointments and meetings. Schedules travel arrangements and appropriate trip itineraries. Provide support as needed for on and off campus events.

**EDUCATION AND EXPERIENCE REQUIRED**

Bachelor’s degree required. Must be highly organized, detail-oriented, creative, service oriented, collegial, flexible, team-oriented and adept at handling several projects simultaneously. Excellent computer skills including proficiency with Excel, mail merges and mailing lists. Excellent verbal and written communication skills are essential. Must be able to prioritize and execute projects/events independently. Meet deadlines.

**ADDITIONAL INFORMATION**

Some evening and weekend work/travel will be required.
Send a letter of interest, resume and three references to Barbara Kachmar <bkachmar@binghamton.edu>.

Persons interested in the above position should submit a resume along with a letter of application to the following:

**Name:** Barbara Kachmar  
**Department:** Alumni Relations Office  
**Address:** Binghamton University  
PO Box 6000  
Binghamton, NY 13902  
**Email:** bkachmar@binghamton.edu

Closing Date for receipt of applications:  
May 11, 2012

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