



**Public Access Chair**  
**Late Nite Binghamton, Office of Campus Life, Binghamton University**

**The Program**

Late Nite Binghamton provides positive leisure opportunities to students every weekend of the academic year, during peak social hours (typically 8pm – 2am). Late Nite Binghamton is seeking a full-time undergraduate student to fulfill the role of Public Access Chair and as part of the Variety & Education Team. This individual reports directly to the Late Nite Program Coordinator (or Associate Director) and Graduate Assistants

**Job Responsibilities**

- Plan educational yet fun events for each night of Late Nite
- Act as the liaison between Late Nite and student organizations (in addition to the Graduate Assistants) by co-hosting programs with them
- Work with the Marketing Team to advertise and promote all planned events
- Evaluate past events to achieve the highest quality and cost effectiveness
- Consult with the rest of the Variety & Education Team, including the Crafts Chair, to provide a diverse array of programs to students
- Work with other Late Nite programming board members, Late Nite Program Coordinator and Graduate Assistants to communicate ideas and information
- Support other Late Nite area events other than own
- Attend weekly programming board meetings and monthly staff meetings, as well as trainings as necessary
- Serve on Late Nite staff, working at least 6 nights per semester
- Other duties as assigned

**Qualifications**

- Full-time undergraduate student who is in good academic and judicial standing
- Must be able to commit at least 6 hours per week (to include meetings and office hours)
- Exceptional attention to detail and ability to meet deadlines
- Ability to work with agents/vendors, negotiate, and work within a budget
- Ability to manage multiple projects efficiently and accurately
- Excellent verbal and written interpersonal communication skills
- Ability to work with others and work independently to complete assigned tasks
- Familiarity with popular culture
- Positive attitude, open mind, and sense of humor are a plus!

**Term of employment**

1 academic year, renewable

**Compensation**

\$500/semester, plus additional hourly pay for weekend nights worked

**Application Process**

Please send a cover letter and a resume to:

Andrea Cronkrite, Late Nite Program Coordinator

Office of Campus Life, UU145

[acronkri@binghamton.edu](mailto:acronkri@binghamton.edu)

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