MASTERS POSITION: COMMUNICATIONS SPECIALIST

Roche Center Overview
The Roche Center for Catholic Education is a part of the Lynch School of Education. The Center strengthens Catholic PK-12 education through the generation and promotion of research and research-based educational innovations. The Center draws on the substantial resources of higher education and transfers a breadth of knowledge and practice to Catholic schools (teachers, administrators, board members, and other stakeholders) to support the success and vibrancy of the Catholic PK-12 system across the United States.

The Roche Center collaborates with the faculty of the Lynch School of Education and other schools/departments/centers across campus on various projects. The Center comprises six full-time staff members and one visiting associate professor, as well as six doctoral students, eight master’s students, and four undergraduate students assigned to various projects/research.

Position Overview
The Communications Specialist will assist the Roche Center’s Program, Media, and Event Administrator with Center events, websites, and social media outlets for each individual program and initiative housed in the Roche Center.

General Responsibilities
- Assist staff with all aspects of event planning and execution
- Create and distribute content through social media channels (primarily Facebook and Twitter) and also assist with creating a calendar and schedule of postings for each outlet
- Create and edit web content for multiple Roche Center websites
- Assist with the creating of print and web based marketing materials
- Other duties as assigned based on the needs of the Roche Center for Catholic Education

Oversight
Student will report to and work directly with the Program, Media, and Event Administrator. The Graduate Assistant is expected to collaborate with other members of the office team as well, including other graduate students and undergraduate student staff.

Population Served
The population served by the Roche Center for Catholic Education is broad and encompasses students and administrators in Catholic PK-12 education, university faculty, religious leaders, scholars, donors, and other stakeholders in the field of education. The Graduate Assistant will interact and collaborate frequently with this population.

Time Commitment
The Graduate Assistant will be committed to 10-20 hours per week in the office (between 9:00 AM to 5:00 PM, M-F) and at off-site events as needed or required. There is the possibility of continuing into the summer and/or additional academic year(s). While students may hold multiple positions throughout the university (ex. 10 hours to assigned faculty; 10 hours at the Roche Center), no student can exceed the 20-hour weekly maximum across all positions. All student staff follow the university employee holiday calendar, not the student holiday calendar.

Qualifications
- Knowledge of Facebook and Twitter and the ability to grow the Center’s social media presence
- Experience in web design and marketing preferred, but not required
- Understanding of mission-driven PK-12 and higher education (experience teaching, researching, or working in Catholic education a plus)
- A self-motivated, empowered spirit with the ability to recognize and respond to needs and complete projects with minimal guidance as a member of a cohesive team in a fast-paced, high-performance environment
- Self-reflective with a sense of greater purpose for work, as a part of a larger team / mission
Mac OS and associated software; command of Microsoft Excel
- Organized with strong attention to detail
- Strong verbal and written communication skills in candidate’s native language

**Remuneration (Masters)**
At 20 Hours per week: $1,625.00 paid on the 15th of every month (except January; and Jun-Aug, if not summer staff)
At 10 Hours per week: $812.50 paid on the 15th of every month (except January; and Jun-Aug, if not summer staff)

Tuition credits for the academic year *may* be available for Lynch School of Education or School of Theology and Ministry (STM) students and are dependent upon the position and funding.

**To Apply**
Please send a current resume/CV to Meghan Scheffler at meghan.scheffler@bc.edu.

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