The Office of Employee Development (OED) supports employees and their workgroups in their continuous development, mirroring the University’s mission to form its students, in order to benefit the employees themselves and to advance the goals of the organization. OED seeks a graduate student to provide support for our organizational effectiveness (OE) and training functions.

The primary function of the role is to provide administrative and technical support for departmental leadership in its efforts to stay abreast of best practices, redesign its use of technology to serve its clients, and organize its resources.

Position Duties include:

1. Research “Best Practices” for:
   - Orienting new employees (e.g., use of videos, post-session follow-up)
   - On-Boarding new employees
   - New supervisor competencies
   - Leadership competency scales used by higher education and other entities
   - Jesuit institution use of Ignatian competencies for leadership, management, etc.
   - Online training for staff and faculty at BC and peer institutions

2. Assist in analyzing OED web presence and recommend enhancements to better market services to and engage interaction with University community.

3. Create and regularly update database of models, tools and links for OE and training disciplines.

4. Inventory all content resources (hard copy and digital) currently in OED’s possession and organize by topic so that it is easily searchable.

5. Create online “digital sharespace” to share articles, notes, ideas, etc. within OED. Analyze and recommend solutions to increase efficiency of intra-departmental knowledge sharing and communication.

6. Create visuals and/or documents to represent internal processes in OED (e.g., OE service lines, OE intake and approval process flow chart, OE Contracting process, Training needs assessment process, Training registration process, etc.)

7. Organize and recommend enhancements to new-hire orientation materials.

8. Organize and manage OED supply inventory.

9. Other duties as assigned.

Candidates should have broad-based research, organizational, analytical and computer skills (MS Office, web). To be successful, candidates should also possess creativity, initiative, curiosity, comfort with collaboration and a desire to use technology to solve business problems.
Skilled candidates from all academic fields are invited to apply. However, interest and/or experience in transformational human resources is preferred.

The OED graduate assistantship requires 10 hours per week during the academic year. The remuneration is an hourly salary of $12 per hour and covers two (three-credit) courses per semester.

To apply, please send resume and cover letter to Stéfane Cahill Farella, Associate Director, Organizational Effectiveness at cahillfa@bc.edu. Call Stéf at 617-552-2205 with questions.