BOSTON COLLEGE GRADUATE STUDENT ASSOCIATION | EXECUTIVE DIRECTOR
ROLE DESCRIPTION & RESPONSIBILITIES

Basic Function and Responsibility
The Graduate Student Association (GSA) of Boston College is a student-run organization which serves graduate students in the Graduate School of the Morrissey College of Arts and Sciences, the Lynch Graduate School of Education, the Connell Graduate School of Nursing, the School of Social Work, the Carroll Graduate School of Management, and the School of Theology and Ministry.

Additionally, the GSA coordinates the funding of the Graduate Students of Color Association (GSCA), the Graduate Pride Alliance (GPA), the Graduate International Student Association (GISA), and other graduate student organizations. The GSA serves two primary purposes: to provide programming to meet graduate student needs and advocate within the greater Boston College community for issues important to graduate students.

- The GSA will represent the interests of its members in their relations with the other members of the Boston College community and will strive to improve the general quality of the University as a whole.
- The GSA will establish and facilitate programs which are designed to meet the academic, social, and personal needs of all graduate students, and to ensure that the activities of graduate students are conducted in accordance with the principles established in the Preamble of the GSA Constitution.
- The GSA and the Office of Graduate Student Life (OGSL) will provide general information and services to graduate students concerning all aspects of University life.

The Executive Director serves as the spokesperson for the graduate and professional student community to the administration of BC and serves on a number of university committees. This person is responsible for advocating on behalf of all BC graduate students. The Executive Director is involved in the design and creation of GSA programming as well as assisting in the planning of the graduate and professional student orientation. The Executive Director calls and presides over meetings of the GSA Senate and provides organizational leadership to Senate members and the GSA Executive Board. The Executive Director communicates regularly with the BC graduate student community as well as the constituent schools and groups of the GSA.

Duties

- Convene, coordinate, and chair monthly meetings of the Senate, including the creation and distribution of an agenda for each meeting.
  - Is responsible for creating the agenda, as well as soliciting agenda items from members and presiding over the meetings.
- Serve as a representative of graduate students on the Provost Advisory Council, the Library Group, the Parking Advisory committee, and other committees as needed.
- Compile end-of-year report on behalf of the GSA and solicit end-of-year reports from all advocacy groups.
- Attend monthly meetings of GSA staff as well as weekly meetings of the OGSL/GSA.
- Liaison with all school and college governments;
  - Attend one meeting of each school/college government per year.
  - Meet with the President of each school/government at least once a semester.
  - Hold graduate student leadership town hall meetings.
- Oversee all advocacy projects of the GSA;
  - Create and obtain reports from GSA Senate and provide a summary of advocacy issues and other areas of concern.
  - Create ad hoc committees as necessary and nominate committee chairs and members from the larger student body as the need arises.

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- Work closely with the three advocacy groups affiliated with the GSA: GISA, GSCA, and GPA.
- Maintain GSA documentation and manage continuity planning process for all GSA positions.
- Perform other duties and projects as assigned. Some evening & weekend work required.

The ideal candidate will be energetic, creative, and possess the ability to work independently as well as collaboratively as a member of a larger team. We are seeking a candidate with the ability to exercise good judgment, manage a high volume of work, and meet overlapping deadlines. Candidates must possess excellent writing, oral communication, and interpersonal skills, and the ability to interact knowledgeably with professionals at all levels.

**Requirements**

- Enrolled in full-time graduate program at BC in the Graduate School of the Morrissey College of Arts & Sciences, Carroll School of Management, the Connell Graduate School of Nursing, the Lynch School of Education, the School of Social Work, or the School of Theology and Ministry. *Preference is given to those entering their second year (or higher) at BC.*
- In good academic standing.
- Correspond with the GSA/OGSL during summer for late summer and early fall GSA activities.
- Available to devote 20 hours per week (including designated office hours in the Office of Graduate Student Life; schedule to be reviewed and approved by Director of OGSL).
- Must attend 2016 New Graduate and Professional Student Orientation.
- Regular attendance at OGSL/GSA staff meetings.
- Knowledge of Microsoft Office suite and Google apps for work.
- Ability to learn and use MyBC student organization platform.
- Possess excellent marketing and communication skills.
- Possess high level of maturity, integrity, and critical thinking skills.
- Ability to work well in a team and demonstrate initiative.

**Other Considerations**

- Demonstrate an ability to relate well with and advise students.
- Understanding and ability to articulate the needs of graduate students.
- Student Activities knowledge and experience in the areas of programming and event planning, with a focus on student organizations and leadership development.
- Experience in managing a budget.
- Appreciation for and commitment to the vision, mission, and core values of BC as a Jesuit Catholic University and knowledge of the GSA philosophy.
- Interest in working in environment involving shared governance and shared decision-making.
- Demonstrate a commitment to fostering a diverse working and learning environment.

**Reporting Structure**
The GSA Executive Director reports to the Assistant Director of the Office of Graduate Student Life.

**Compensation**
All members of the GSA Executive Board are committed to working for 9 months starting late-August to mid-May and will receive a stipend totaling $12,000 over the course of the academic year.

Applications must be submitted on MyBC (https://orgsync.com/88643/forms/189157) by Friday, 3/25 at 11:59 PM.