Graduate Assistant
Office of the Vice President for Student Affairs

Title of position: Graduate Assistant

Reports to: Carrie Klemovitch, Special Assistant and Director of Special Projects

Hours per week: 20

Position start and end date for each semester: This position generally follows the academic calendar, with a slightly earlier start date. For 2016-2017, the dates are August 22, 2016, and January 17, 2017. For 2017-2018, the dates are August 23, 2017 and January 16, 2018.

Remuneration: $9500 stipend and 5 courses per year in the Lynch School of Education

Background on VPSA office:

The Office of the Vice President for Student Affairs (VPSA) oversees the fourteen departments within the Division of Student Affairs and supports all aspects of the student learning experience at Boston College. In collaboration with partners across the University, the Division provides co-curricular programs and services that promote student learning, health and wellness, leadership development, women’s initiatives, and community engagement. The division’s staff work with faculty, administrators, and alumni to create a safe and welcoming community, and to support the personal, professional, social, and spiritual growth of the University’s undergraduate and graduate students.

The functions of the VPSA office include Human Resources, Budget and Finance, Strategic Planning, Project Management, Assessment, Staff Development, and Communications.

Objectives of position

The GA position is designed to provide an emerging higher education professional a broad experience within the field of student affairs. The position provides intense learning opportunities in key areas, including project management, assessment, programming, research, and training. The position also provides an opportunity for a GA to learn about one’s interests and role within the field of student affairs. Through the GA position in the Office of the Vice President for Student Affairs, a student will be able to:

- Develop and show progress on personal and professional learning goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the VPSA graduate assistant position
- Seek out opportunities for professional development and networking

Boston College VPSA Graduate Assistant 2016-2017
General position responsibilities

- Assist in the planning and execution of division-wide programs and events, including Welcome Week and the Divisional Excellence Awards.
- Coordinate special projects as assigned by the Director of Special Projects, Associate Vice President, and Vice President for Student Affairs.
- Assist in the overall planning and implementation of a division-wide assessment program, including preparation for the University NEASC accreditation process.
- Support division-wide strategic planning initiatives.
- Plan and coordinate VPSA graduate assistant professional development events.
- Collaborate with the VPSA Communications Specialist and other divisional staff to support division-wide social media and web initiatives.
- Perform research on emerging issues within student affairs.
- Other tasks as required.

Qualifications

Preference will be given to Boston College graduate students enrolled in the Higher Education Administration program in the Lynch School of Education, particularly those enrolled in a multi-year program. All applicants must be enrolled in a graduate program at Boston College.

Key Competencies and Qualities

The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative
- Discretion, tact, and trustworthiness
- Strong organizational skills
- Excellent writing skills and attention to detail
- Understanding of and an interest in working with a diverse student population
- Strong interpersonal skills and willingness to be a part of a team
- Creativity

Contact information:

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