Boston College
MONTserrat
OFFICE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Graduate Assistant</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Manager, Yvonne McBarnett</td>
</tr>
<tr>
<td>Salary Schedule</td>
<td>Monthly- Four pay periods Fall (Sept, Oct, Nov &amp; Dec.) Four in the Spring(Feb, Mar, Apr, &amp; May (No January payment)</td>
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<tr>
<td>Salary</td>
<td>Stipend $20,000 with (18) credits Tuition Remission (Fall &amp; Spring)</td>
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**Job purpose**

Meet with undergraduate students to assess needs, advice, mentor and a lot of emphasis on outreach

- The Montserrat program aims to assist students at the highest level of financial need to actively participate in and experience a Jesuit education.

**Duties and responsibilities**

- Case management
- Individual student meetings
- Assessments
- Event management (ticket distribution)
- Event Planning
- Attend student events
- Mentor undergraduate students
- Website updating
- Other duties as assigned

**Qualifications**

Qualifications include:

- Minimum 2-3 years of experience working directly with undergraduate students
- Strong oral and written communication
- Microsoft word
- Excel
- Attention to detail and organized
- Able to multitask
- Experience working in a Catholic Jesuit University

**Flexible work schedule**

**Position available June 1**

- This position requires the person to work occasional evenings and weekends.
- This position requires two year commitment