Boston College - Campus Ministry
Arrupe International Immersion Program

Graduate Assistantship for Marketing, Recruitment and Development

Reports to: Program Director, Arrupe International Immersion Program

Hours per week: 20 hours per week

*Preference will be given to those who are available for a second and or third year, if academic degree program allows.

Objectives of position: The Arrupe International Immersion Program is looking for a Graduate Assistant to work 20 hours per week for the academic year to serve as one of the essential members of the Arrupe Staff. Arrupe Graduate Assistants support the major operations of the Arrupe office and receive professional training and development in running the University’s immersion experiences.

About the Arrupe Program
The Arrupe International Immersion Program is sponsored by the Office of Campus Ministry with assistance/support from BC faculty, administrators, and graduate students throughout the university. Currently we sponsor 9 trips during winter break to destinations throughout Latin America. 120 BC undergrads and 18 “Arrupe mentors” – i.e., BC faculty, administrators, and graduate students – will participate in Arrupe this next year. Each “program” – a year-long experience that includes the 8-9-day winter break trip, as well as the pre-trip and post-trip weekly small community meetings, periodic retreats, presentations and other events and activities – is comprised of a community of 14-16 people, including 2 Student Leaders and 2 Adult Mentors. The Arrupe office provides ongoing mentorship, particularly for Student Leaders, and resources for both Student Leaders and Adult Mentors throughout the experience. For more information about the mission and vision of the Arrupe Program:
http://bc.edu/arrupe.

Position Responsibilities
The GA position for Marketing, Recruitment and Development will be responsible for the overall marketing and development of the Arrupe programs, for coordinating publicity, and for fundraising efforts.

The position will articulate the vision of the Arrupe program, as publicized on the website, printed materials, and social media; coordinate recruitment for the upcoming year’s participants, Adult Mentors, and Student Leaders (including info sessions, follow up, and outreach to new students); and coordinate fundraising efforts (Letter Campaign, Point Drive, follow up, creative ideas for Student Leaders). Additionally, this position is encouraged to creatively develop new ideas for the promotion of the Arrupe Program and vision (e.g., promotional video, video channel, etc.).
The position will be responsible for upholding a professional, approachable, and ministerial work environment as well as interacting with a wide audience of people (including parents, donors, students, and University staff) and attracting a diverse pool of participants, student leaders, and mentors.

The position will work in a team with other graduate assistants and the Program Director to mentor undergraduate leaders and participants through the Arrupe experience and continually refresh the program’s vision, mission, and opportunities, consistent with the signs of the times.

The position may be able to serve as an Adult Mentor for one of small communities’ trips during his/her tenure and may be asked to fulfill other duties as assigned.

Qualifications

- Proven experience in marketing and recruitment, preferably in a faith-based, education, or nonprofit context.
- Understanding of and experience with Jesuit education, service-learning and cross-cultural immersion.
- Demonstrated excellence in interpersonal, communication, and counseling skills
- Demonstrated ability to develop, plan, coordinate and implement event planning and marketing.
- Demonstrated confidence and ability in public speaking.
- Experience in leadership positions within a university environment.
- Proven ability to collaborate with peers, faculty and staff.
- Proven computer skills, with proficiency in Google Drive, Microsoft Office (MS Word, Excel, PowerPoint), and FileMaker Pro or web-based databases.
- Proven excellence in creative marketing and design: flyers, graphic design, videography, photo editing, and social media.
- Must be able to work occasional evenings and weekends, as needed, and have flexible work hours.
- Preference for candidates with strong understanding of the Boston College service-immersion programs and an interest in continuing to work in Jesuit higher education.

Compensation
The Arrupe International Immersion Program, Graduate Assistantship, provides a stipend of $12,000 for the 10-month appointment.

Application Process
Applications will be accepted and reviewed on a rolling basis. Interviews will occur throughout April and May until the position is filled.

To apply please complete a brief application here (in lieu of a cover letter) and submit a resume to Marilu Del Toro, Program Director of the Arrupe International Immersion Program, at marilu.deltoro@bc.edu