The Educational Resource Center (ERC) seeks enthusiastic and well-qualified candidates for the position of ERC Graduate Assistant for the 2018-2019 academic year.

OVERVIEW

The Educational Resource Center, Boston University’s academic support center, is seeking an intern (Master’s degree candidate) interested in student academic support and higher education. The ERC houses a large peer tutoring program, a writing center, and offers academic skills workshops and many other services designed to enable students to develop the skills necessary to succeed in college and beyond. The ERC employs 100+ undergraduate peer tutors, 10 graduate student Writing Fellows, and a staff of 15 undergraduate Student Ambassadors that work to build awareness of the Center’s programs and services. Supervised by the ERC’s Student Outreach Manager and Student Outreach Coordinator, the Graduate Assistant will work 15-20 hours per week in support of the Student Ambassador Program.

RESPONSIBILITIES

The ERC Graduate Assistant will work during the Fall 2018 and Spring 2019 semesters.

Major responsibilities include:
- General student outreach programs/event development
- Support Student Ambassador Program (e.g., weekly schedule adjustments, data collection, on-going training efforts, project management, etc.)
- Social Media Management (e.g., Support efforts to create and edit content)
- ERC Website & Calendar Updates (i.e., post new banners, upload workshops, & events in calendar)
- Manage a digital newsletter (for students and/or departments)
- Support programming space reservations
- Assessment/Benchmarking on our programs/services, and garner ongoing feedback through surveys
- Work with students one-on-one for academic advising and coaching
- Facilitate advising and student success workshops throughout the academic year
- Participate in hiring and selection process of new student ambassadors
- Attend and participate in staff meetings, leadership development programs, and training programs
- Assist with on-going assessment of CASE programs
- Assist with the administration and maintenance of office systems, procedures, and policies
- Additional responsibilities and projects assigned by supervisor(s)

QUALIFICATIONS

Required

Candidates currently enrolled in a master’s degree program at an accredited institution in education, student affairs, counseling or a related field are strongly preferred. Candidates in unrelated graduate programs will be considered if there is a strong interest in working in student services/higher education in the future; this must be expressed in the cover letter.
Desired

- Experience within a higher education or student affairs setting
- An interest in program development and student services in a higher education setting
- Strong ability to speak in front of groups and facilitate activities and/or interactive discussions
- Positive attitude and enthusiasm to work collaboratively with other students, faculty, and staff
- Demonstrate professionalism when working with faculty, staff, and students
- Strong written, oral, and interpersonal communication skills
- Possess an understanding and sensitivity to concerns and issues faced by students
- Maintain confidentiality of students and appropriate relationships
- Excellent time management, self-management, and organizational skills

No relocation assistance available. Finalist candidate(s) for this position will be subject to a pre-employment background check as a condition of employment. Boston University is an equal opportunity employer. Applicants who would enrich the University’s diversity are welcome to apply.

To apply email resume and cover letter to wrigley@bu.edu:

Glenn Wrigley, Director
Educational Resource Center
Boston University
Yawkey Center for Student Services
100 Bay State Road
Boston, MA 02215

COMPENSATION
The Graduate Assistant will be paid a stipend of $5,000/semester for each semester

Boston University is conveniently located on Commonwealth Avenue in Boston’s Fenway area and is accessible by public transportation.