Boston College Career Center Graduate Assistant Role

Division: Boston College Career Center
Role: Graduate Assistant

General Overview of the Graduate Assistant Role:
The Graduate Assistant (GA) role within the Career Center is designed to develop skills that will aid them in their careers as higher education professionals in all functional areas, including career services, admissions, enrollment management, and other leadership roles within a university. GAs will develop advising skills in one-on-one drop-in coaching sessions, an understanding of group dynamics, skills in large scale programming, presentation experience, the ability to maintain external partnerships, experience with assessment, and the opportunity to develop resources for specialized needs and populations.

About the Boston College Career Center:
The Boston College Career Center is the centralized career office for approximately 9,000 undergraduate students and 5,000 graduate students at Boston College. Our goal is to empower all Boston College students to lead meaningful personal and professional lives. We work closely with a broad array of partners to ensure that vocational discernment and career readiness are a university priority and work to integrate career development across the student life cycle.

Competencies that the Graduate Assistants will develop:
There are several competency areas that future employers will be looking for that students will develop in the GA role, including:

- **Critical Thinking/Problem Solving:** GAs will work on projects that require them to assess and review tools and develop new processes.
- **Teamwork and Collaboration:** GAs work together on team projects in addition to building collaborative relationships with professional staff.
- **Leadership:** GAs will develop leadership skills in working with other partners across campus, for example with the Office of Student Involvement, roles across campus and with students.
- **Professionalism and Work Ethic:** GAs will experience a professional office work environment and will be expected to demonstrate accountability and effective time and project management.
- **Oral and Written Communication:** Through conducting coaching appointments and facilitating workshops, GAs will develop interpersonal and public speaking skills. They will also develop their written communication skills through project work and professional email communication.
- **Career Management:** GAs will be trained extensively on the career development process and will have exposure to a variety of industries and their hiring practices. They will develop career-related skills that will prepare them for future opportunities.
- **Intercultural/Global Fluency:** GAs will work with students from a diverse range of backgrounds and will receive ongoing training on diversity and inclusion issues.
Key Responsibilities:
The Boston College Career Center offers five (5) graduate assistantships each academic year. While each position will have unique responsibilities, there are shared experiences within all five that will help Career Center GAs develop into entry level professionals:

- Coach students one-on-one in drop in coaching sessions
- Manage projects under the supervision of the Career Center staff
- Create and update relevant resources for specific partnerships
- Develop and maintain relationships with Peer Career Coaches (PCCs)
- Report to a member of the Career Center professional staff

GAs will have a specific role within the Career Center. Roles include:

- **Diversity & Inclusion Initiatives:** Working closely with an Assistant Director, Career Education who is focused on diversity and inclusion (D&I) initiatives, the D&I GA will serve to help create and deliver resources and services for students from a myriad of populations, including, but not limited to, students of color (AHANA), first generation, and low income. This person will serve an integral role in developing and maintaining relationships with other offices who serve underrepresented populations. In addition, this role will manage the creation of the diversity-focused newsletters to be delivered to BC’s diverse administrators and students. This role will also aid in the organization and execution of the annual Diversity Networking Night, campus socials welcoming back intercultural student leaders and members, student drop-in meetings located in diverse student-populated locations on campus, and other programmatic as well as project-management-oriented opportunities that arise throughout the year. The D&I GA will also actively participate in the Career Center’s internal D&I Committee. **Candidates applying for this position should be passionate about working with diverse student populations. They should be willing to engage in ongoing dialogue and education related to diversity.** (1 role available)

- **Peer Career Coaching (PCC) Program:** Working collaboratively with an Assistant Director, Career Education to oversee the undergraduate Peer Career Coach Program, which consists of 10 undergraduate students who work within the Career Center. This opportunity will allow a GA to gain some experience supervising and coordinating student staff. In addition, this person will help organize efforts with different campus offices, coordinate large scale trainings, and help with the weekly staff meetings. (1 role available)

- **Career Education/Employer Engagement:** Collaborating with Career Center staff and other academic and administrative departments to coordinate and implement large- and small-scale programs for Morrissey College of Arts & Sciences (MCA&S), Lynch School of Education and the Cornell School of Nursing students and other targeted student groups. The GA will have the opportunity to develop resources, engage in special projects, and assess programs and services, when appropriate. In addition, this opportunity will allow a GA to help develop large scale events by working on the career fairs that occur on campus and develop a working knowledge of unique software platforms. Past projects have included reviewing the self assessment tools used by the
Center, developing a series of workshops delivered to student leadership, researching potential employers to target for recruiting of students, and involvement in the recruiting of new GAs. (3 roles available)

Other Key Takeaways from this Role:
- Seek out opportunities for professional development and networking while engaging in ongoing professional development within the Career Center and the greater BC community
- Set, develop, and show progress on personal and professional goals
- Meet regularly with their supervisor for opportunities to reflect and explore their experience
- Articulate the purpose of Career Services & Student Affairs at BC and in a national context
- Engage in ongoing dialogue about how to best meet the needs of the BC community

Qualifications & Employment Criteria
- Must be available to work some weekday evenings
- Excellent organizational & communication skills
- Willingness to be flexibility with the changing needs of the department
- Self-starter
- Demonstrated willingness to collaborate
- Comfort with technology and social media
- Demonstrated commitment to working with diverse populations
- A strong professional interest in the field of career advising is ideal

Hours: 20 hours per week. Some evening availability required.

Duration: Late August, 2018 to Mid-December, 2018 and Early-January, 2019 to Mid-May, 2019. This is a one year commitment with the possibility of a second year. Rehires have the opportunity to move into new positions internally to gain new experiences.

Stipend: $10,000 Tuition Remission: 5 courses September – May

Application Process: Send resume and cover letter indicating which roles are of interest to Christie Reynolds (christie.reynolds@bc.edu) by Wednesday, March 28.