Boston College - Campus Ministry
Arrupe International Immersion Program

Graduate Assistantship for Arrupe Program

Reports to: Margaret Nuzzolese, Program Director

Hours per week: 20 hours per week

*Preference may 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 16 “Arrupe mentors” – i.e. BC faculty, administrators, and graduate students – will
participate in the program 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 Arrupe mentors. The Arrupe office provides ongoing
mentorship, particularly for student leaders, and resources for both student leaders and Arrupe
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 the Arrupe Program will be responsible for the development of the content of the
Arrupe program throughout the year. This will include but is not limited to leadership training and
mentoring for the Arrupe Student Leaders, support and resources for Arrupe Mentors, prayer and
reflection resources for Small Community meetings, content and execution of retreat topics for the
Pre-Trip Retreat and Post-Trip Retreat, Sunday night presentation series (including Catholic Social
Teaching, Globalization, Seeing the Other, Living in Tension), Welcome Back Night, and the Kick-Off
event. This position will work closely with the Program Director to develop and execute the Arrupe
vision for the year.

This position will also support the pre-trip preparations including logistics of collecting students’
forms, passport copies, etc as well as post-trip follow up including evaluations, Solidarity Projects, and
sending forth.
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 student leadership and mentoring, preferably in a faith-based, education, or non-profit context.
- Deep 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 and group facilitation.
- Proven ability to collaborate with peers, faculty and staff.
- Proven computer skills, with proficiency with MS Word, Excel, PowerPoint, & FileMaker Pro or web-based databases.
- Must be able to work occasional evenings and weekends, as needed, and have flexible work hours.
- Preference for candidates with strong understanding of Jesuit/Catholic 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 until Friday, May 8, 2015. Interviews will occur throughout May or until the position is filled.

To apply please complete a brief application here (in lieu of a cover letter) and submit resume to Margaret Nuzzolese, Program Director of the Arrupe International Immersion Program, at nuzzoles@bc.edu.