GRADUATE STUDENT ASSOCIATION
EXECUTIVE DIRECTOR
(DIRECTOR OF ADVOCACY AND OUTREACH)
ROLE DESCRIPTION

Basic Function and Responsibility

The Graduate Student Association (GSA) will represent the interests of its members in their relations with the other members of the Boston College community and will strive to improve the general quality of the University as a whole. The GSA will establish and facilitate programs which are designed to meet the academic, social, and personal needs of all graduate students, and to ensure that the activities of graduate students are conducted in accordance with the principles established in the GSA Constitution. The GSA and the Office of Graduate Student Life (OGSL) will provide general information and services to graduate students concerning all aspects of University life.

The Executive Director, formally called the Director of Advocacy and Outreach, serves as the spokesperson for the graduate and professional student community to the administration of Boston College and serves on a number of university committees. This person is responsible for advocating on behalf of all Boston College graduate and professional students. The Executive Director calls and presides over meetings of the GSA Senate and provides organizational leadership to Senate members and the GSA Executive Board. The Executive Director communicates regularly with the Boston College graduate and professional student community as well as the constituent schools and groups of the GSA.

Characteristic Duties

- Convenes monthly meetings of GSA Senate;
  - Is responsible for coordinating with other officers the scheduling of periodic meetings as necessary (at least one per month) and is responsible for posting an agenda for these meetings
  - Is responsible for creating this agenda, as well as soliciting agenda items from members and presiding over the meetings
  - Is responsible for compiling an end of the semester and end of the year report of GSA advocacy efforts
- Serves as the official representative of graduate students on the Provost Advisory Council, Library Group and Parking Advisory committee, and other committees as assigned (as well as any other committees joined that are deemed critical to the Graduate Student experience)
- Liaison with all school and college governments;
  - Must attend one meeting of each school/college government per a year
  - Must meet with the President of each school and college government at least once a semester for updates
  - Must hold graduate student leadership town hall meetings in the fall and spring semester
- Oversee all advocacy projects of the GSA;
  - Create and obtain reports from GSA Senate and provide a summary of advocacy issues
  - Create ad hoc committees as necessary and nominate committee chairs and members from the larger student body as the need arises.
- Convene and attend monthly meetings of GSA staff
- Participates in OGSL/GSA weekly meetings

Other Considerations

- Demonstrate an ability to relate well with and advise student representatives.
- Understanding and ability to articulate the needs of graduate students.
• Knowledge of student activities program including programming and event planning with a focus on student organizations and leadership development.
• Experience in managing a budget.
• Commitment to the vision, mission and core values of Jesuit Catholic University and knowledge of the GSA philosophy.
• Ability to work in collective bargaining environment involving shared governance and shared decision-making.
• Demonstrate a commitment to fostering a diverse working and learning environment.
• Maintain GSA documentation and manage continuity planning process for all GSA positions and responsibilities.
• Perform other duties and projects as assigned.

The ideal candidate will be energetic, enthusiastic and possess the ability to work independently as well as collaboratively as a member of a larger team. We are seeking a candidate with the ability to exercise good judgment, manage a high volume of work, and meet overlapping deadlines. Candidates must possess excellent writing, oral communication, and interpersonal skills, and the ability to interact knowledgeably with professionals at all levels.

Requirements
• Enrolled in a full-time any graduate program at Boston College in the College of Arts & Sciences, Carroll School of Management, the Graduate Nursing School, the Lynch School of Education, the Graduate School of Social Work, or the School of Theology and Ministry
• In good academic standing.
• Corresponds with the GSA Summer Coordinator during the summer for GSA related activities for the academic year.
• Available to devote 20 hours per week (including designated office hours in the Office of Graduate Student Life; schedule to be reviewed and approved by Director of the Office of Graduate Student Life)
• Must attend New Graduate and Professional 2014 Orientation.
• Regular attendance at OGSL/GSA staff meetings.
• Administrative experience with student organization registration and organization development.
• Knowledge of Microsoft Office products and computer skills.
• Ability to learn technology solutions and possess technical skills to support existing systems.
• Possess excellent marketing and communication skills to effectively communicate to students, faculty, and staff.
• Possess high level of energy and an ability to work well in a team and demonstrate initiative.
• Possess a strong commitment to student development in higher education at a Jesuit Catholic University.
• Some evening and weekend work.
• While preference is given to 2nd year graduate students, all current and incoming students are welcome to apply for the position.

Reporting Structure
The GSA Executive Director reports to the Director of Graduate Student Life

Compensation
All members of the GSA Executive Board are committed to working for 9 months starting mid-August to mid-May and will receive a stipend totaling $12,000 over the course of the academic year

Please send a resume and cover letter to gsa@bc.edu by March 15, 2015 by 5pm.