Graduate Assistant- Learn and Earn, BHCC Office of Career Planning & Internship Programs

About Bunker Hill Community College:
Bunker Hill Community College (BHCC) is nationally recognized as a Leader College by Achieving the Dream and is one of four colleges awarded the National Gates Foundation Achieving the Dream Catalyst grant. The College, ranked among the 25 fastest growing public two-year colleges in the United States, is a multi-campus institution with vibrant, urban campuses in Boston, MA, in nearby Chelsea, MA, and at three satellite locations within the Greater Boston area. BHCC is part of the Massachusetts public higher education system, which includes 15 community colleges. Founded in 1973, BHCC is the largest community college in Massachusetts, serving more than 14,000 students each semester across all modes of instruction. The College offers more than 100 certificate and degree programs that prepare students to enter four-year institutions, or to enter the workforce prepared for better and more highly skilled jobs. Sixty-seven percent of students are people of color and more than fifty percent are women.

College Goals: BHCC is a progressive institution guided by seven goals: to create pathways and partnerships to promote student success; to demonstrate strength through diversity; to develop and cultivate college-wide sustainability initiatives; to expand technology throughout the College; to foster wellness, growth and life-long learning; to identify and close workforce gaps; and to institute a culture of evidence and accountability. As an Achieving the Dream institution, the College is committed to a learning community teaching and learning environment, and is focused on data-driven student success.

Learn and Earn Program Description:
Learn and Earn, sponsored by the Massachusetts Competitive Partnership (MACP), is a competitive, credit-bearing internship program that provides rewarding corporate immersion experiences for diverse community college students. Qualified BHCC students majoring in Business, Engineering, General Concentration, Graphic Design, IT, Paralegal Studies, Biotech and other subjects, are offered paid internships at some of the largest companies in and around Boston including Bank of America, Beth Israel Deaconess Medical Center, The Boston Foundation, BJ’S Wholesale Club, EMC, Fidelity Investments, Raytheon, Staples, State Street, Suffolk Construction, UBS, and Vertex Pharmaceuticals. The Learn and Earn Program is an integral part of the BHCC Office of Career Planning and Internship Programs.

Primary Responsibilities:
The Learn and Earn Graduate Assistant will gain experience in supporting student engagement and development as a primary liaison for the Program Coordinator. This is a great opportunity for a student in the fields of Higher Education Administration, Student/Career Development, or Adult Learning & Community Engagement to gain direct insights on career related issues and program design management. The right candidate will demonstrate a passion for working with a diverse student population, and possess skills to support recruiting activities, professional preparation, and administrative coordination for the Learn and Earn Program. Responsibilities include:

- Daily contact with students via e-mail, phone calls or walk-ins who need information about the program and its requirements.
- Coaching of students about their next steps in applying for the Learn and Earn Program and needed courses for their desired internship program of study.
• Tracking of student progress throughout the application cycle and confirming approximately 200 student applicants’ eligibility, monitoring faculty recommendations, and setting up selection committee interview profiles.

• Assist with planning and staffing of campus recruiting, alumni events, networking mixers, and other special events as requested.

• Work collaboratively with Career Planning and Internship staff and other campus departments.

• Assist in development and coordination of student and employer marketing communications.

• Outreach to new student interns as to compliance in onboarding procedures, course selection, job orientation and start days each semester.

Qualifications:
The successful candidate will be very well-organized, self-motivated, and detail-oriented with the ability to work independently, as well as part of a team. He/she will be able to manage multiple tasks in a busy office environment and will be confident enough to answer questions and complete projects without direct supervision at times. The applicant must be technology-friendly and experienced in Microsoft Office Suite: Word, Excel, PowerPoint, and Access.

BHCC seeks an assistant who values advising students and helping them prepare professionally for their corporate internships. Applicants must also have proven ability to work with a diverse faculty, staff, and student population. Students pursuing a master’s degree are desired but applications from students in a Bachelor’s program in Education will be accepted.

Compensation and Duration:
• $15/hour, 8 – 15 hours per week (Tuesdays and Thursdays needed). No benefits are included.
• Position is immediately available and ends late May/June (Academic Year 2014/2015)

Application Process: Open until filled.

Email your resume and expression of interest to ctmiller@bhcc.mass.edu

Cora Miller, Learn and Earn Program Coordinator
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