Graduate Assistant
Boston College Career Center
Position Description

The Boston College Career Center is a centralized career office supporting all aspects of the career development for 9,000 undergraduate and 3,000 graduate students in the College of Arts and Sciences, Carroll School of Management, Connell School of Nursing, Lynch School of Education, School of Theology and Ministry and Woods College of Advancing Studies. The Career Center is a department within the Division of Student Affairs which supports all aspects of the student learning experience at Boston College. Student Affairs enjoys collaborative relationships with faculty, staff, and administrators throughout the University.

Position Objectives:
The GA position is designed to provide an emerging higher education professional a broad experience within the field of student affairs. The position provides intense learning opportunities in key areas, including career advising, programming, project management, training, research and assessment. The position also provides an opportunity for a GA to learn about one’s interests and role within the field of career services and student affairs. Through this GA position splitting time between an Assistant Director and the Associate Vice President for Student Affairs/Career, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of career services at Boston College and in a national context
- Describe the issues and challenges facing the field of career services
- Apply what is learned in the classroom to the Career Center graduate assistant position
- Seek out opportunities for professional development and networking

General Position Responsibilities:
• Collaborate with an Assistant Director to coordinate the Peer Career Advisor (PCA) program
• Organize PCA outreach efforts to residence halls and student organizations.
• Assist in training, supervising and evaluating PCAs
• Attend and help to organize weekly PCA training meetings
• Assist in the recruitment and hiring process for new PCA in the fall
• Conduct student drop-in sessions for the general student body and present workshops on career-related topics in residence halls and for other groups and departments.
• Support career center strategic planning initiatives.
• Perform research on emerging issues within career services and student affairs to inform practices in the Career Center
• Other tasks as required.

Qualifications / Employment Criteria:
• A strong sense of possibility, disciplined thought, and passion for maximizing the student experience with the Career Center. A good sense of humor.
• Must be available to work some weekday evenings
• Excellent organizational and communication skills (including written and group presentation skills)
• Demonstrated willingness to collaborate
• Comfortable with technology and social media
• A strong interest in the field of career counseling and programming is ideal
• Position begins in late August, compensation is a $9,000 stipend for the 2015-2016 year, plus tuition remission
• One-year assistantship with possibility of a second year within the Career Center

Contact Ali Woodworth, Assistant Director, at alison.woodworth@bc.edu, if interested in being considered for this position.