Office of the Dean for Students  
Graduate Assistant - Job Description

The Office of the Dean for Students seeks a graduate student to work within the Division of Student Affairs at Boston College. Specifically, this position supports student learning and development through the Disability Services Office (DSO). Reporting to the Assistant Dean for Students with Disabilities, the position requires up to 16 hours per week. Work responsibilities are illustrated in several categories which include:

Disability services responsibilities

- Assists in planning, developing and conducting assessments and compiling results/report of registered DSO students
- Work with Undergraduate Government @ Boston College to establish an ongoing relationship between UGBC and DSO students
- Work with Resident Assistants to establish an ongoing relationship between residential life and DSO students
- Conduct research on specific issues that may be pertinent to university policies, such as benchmarking, as needed
- Work with Dean of Students staff to develop learning outcomes, assessment tools, programs and strategies to address developmental concerns
- Administer the alternate site exam proctoring process

Other duties and responsibilities

- Meet regularly with the assistant dean and other appropriate Dean Of Students staff
- Schedule ASL interpreters
- Answer daily inquiries sent to DSO via e-mail
- Diplomacy with professors and students
- Maintain database of students
- Meet with students as needed
- Participate in administrative coverage of specific campus events
- Work on other projects as assigned

Supervision received

- Supervision is received from the assistant dean and the dean for students with disabilities

Employment criteria

- MSW or LSOE candidates preferred: two year commitment required
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- Minimum of one to two years professional experience beyond the undergraduate program
- Strong communication and interpersonal skills
- Ability to work independently on special projects
- Organizational abilities
- Technological competence
- Previous experience in a related area

Compensation

- This is an hourly wage position:
- $12 per hour for up to 16 hours per week

For information contact Paulette Durrett, assistant dean for students with disabilities @ Durrett@bc.edu