Basic Function and Responsibility
The Graduate Student Association (GSA) of Boston College is a student-run organization which serves graduate students in the Graduate School of the Morrissey College of Arts and Sciences, the Lynch Graduate School of Education, the Connell Graduate School of Nursing, the School of Social Work, the Carroll Graduate School of Management, and the School of Theology and Ministry.

Additionally, the GSA coordinates the funding of the Graduate Students of Color Association (GSCA), the Graduate Pride Alliance (GPA), the Graduate International Student Association (GISA), and other graduate student organizations. The GSA serves two primary purposes: to provide programming to meet graduate student needs and advocate within the greater Boston College community for issues important to graduate students.

- The 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 Preamble of 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 Director of Programming serves as the internal conduit for communication within the GSA. This individual’s primary responsibility is to coordinate all programming and events conducted by the GSA. This includes, but is not limited to, the following: Grad Welcome Month, De-Stress Week, and Grad Ball. The Director of Programming will also coordinate programs around spirituality, scholarship and excellence, and service, and is the primary note taker for all Senate Meetings.

Duties
- Coordinate and provide leadership for annual campus events for graduate students.
- Plan and implement existing programs such as Grad Welcome Month, De-Stress Week, Grad Ball, Grads Give Back, Graduate and Professional Student Appreciation Month, and Grad Talks.
- Initiate collaborative efforts with school governments for joint programming throughout the year.
- Collaborate with various Boston College offices such as Academic Affairs, The Women’s Resource Center, and Mission and Ministry on academic presentations such as major speakers, symposia, etc.
- Advise all executive board cabinet members on coordinating and implementing regular programs.
- Form and coordinate a GSA Activities Committee to enhance student involvement in programming (where necessary).
- Attend all GSA Senate, GSA staff, and OGSL staff meetings.
- Maintain the GSA Facebook account and update at least weekly to market programs and initiatives.
- Partner with the OGSL graduate assistants on programming efforts for graduate students.
- Develop annual program calendar for graduate students in concert with OGSL.
- Compile an end-of-year report on all major activities and tasks completed.
- Maintain and update GSA records on OGSL shared drive.
- Perform other duties and projects as assigned. Some evening & weekend work required.
The ideal candidate will be energetic, creative, detail-oriented, and will 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 full-time graduate program at BC in the Graduate School of the Morrissey College of Arts & Sciences, Carroll School of Management, the Connell Graduate School of Nursing, the Lynch School of Education, the School of Social Work, or the School of Theology and Ministry. Preference is given to those entering their second year (or higher) at BC.
- In good academic standing.
- Correspond with the GSA/OGSL during summer for late summer and early fall GSA activities.
- 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 OGSL).
- Must attend 2016 New Graduate and Professional Student Orientation.
- Regular attendance at OGSL/GSA staff meetings.
- Administrative experience with student organization registration and organization development.
- Knowledge of Microsoft Office suite and Google apps for work.
- Ability to learn and use MyBC student organization platform.
- Possess excellent marketing and communication skills.
- Possess high level of maturity, integrity, and critical thinking skills.
- Ability to work well in a team and demonstrate initiative.

Other Considerations

- Demonstrate an ability to relate well with and advise students.
- Understanding and ability to articulate the needs of graduate students.
- Student Activities knowledge and experience in the areas of programming and event planning, with a focus on student organizations and leadership development.
- Experience in managing a budget.
- Strong computer and technical skills including Photoshop, web design a plus.
- Practical experience with contract review and negotiation for student activities.
- Appreciation for and commitment to the vision, mission, and core values of BC as a Jesuit Catholic University and knowledge of the GSA philosophy.
- Interest in working in environment involving shared governance and shared decision-making.
- Demonstrate a commitment to fostering a diverse working and learning environment.

Reporting Structure

The GSA Director of Programming reports to the Assistant Director of the Office of Graduate Student Life.

Compensation

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

Applications must be submitted on MyBC (https://orgsync.com/88643/forms/189262) by Friday, 3/25 at 11:59 PM.