VOLUNTEER AND SERVICE LEARNING CENTER
BOSTON COLLEGE
Graduate Assistant for BC BIGS Program

1. Provide leadership and coordination for all aspects of the BC BIGS program on campus.
   a. Work with the director of the VSLC in articulating and carrying out the mission of BC BIGS for all big brothers and big sisters serving on our campus.
   b. Work closely with the two student leadership teams that oversee the programing for our 1) Franklin Field Campus-based program, and, 2) School-based programs.
   c. Meet regularly with student leaders to provide support and ongoing guidance on building community and leadership skills.
   d. In collaboration with the VSLC director and designated staff of Big Brothers Big Sisters of MA Bay (BBBSMB) and Big Sisters Association of Greater Boston (BSAGB), coordinate on-campus recruitment and ongoing training for students who serve as Big Brothers and Sisters while at Boston College.
   e. Provide leadership, vision, and resources for strengthening the “family group” small group meetings that take place on campus bi-weekly.
   f. In collaboration with VSLC staff, help to coordinate all transportation and program logistics necessary for the Franklin Field program, as well as the targeted after-school programs at the Sacred Heart, Charles Sumner, and Nativity Prep Schools.
   g. Work closely with the director in maintaining strong communication with staff from BBBSMB and BSAGB.
   h. Maintain resource room to support programing needs.
   i. Help to manage and schedule all CORI processes or VIRTUS trainings for students, as required.

2. General Office Support
   a. Attend weekly staff meetings.
   b. Greeting of visitors, answering the phone, advising walk-in students.
   c. Become knowledgeable about how department works and how to advise visitors.
   d. Assisting the director or assistant director with projects, as needed

Candidate will demonstrate enthusiasm for and commitment to the service and justice interests of students, faculty, staff, as well as the needs of the greater Boston community. Familiarity with service and justice work in the context of Jesuit, Catholic higher education is an advantage. The successful candidate will be a flexible, creative, self-starter with an attention to detail and the ability to balance assignments with unexpected interruptions that require consideration. Candidate should be organized, efficient, and able to manage time well.

Priority will be given to candidates pursuing a two-year master in higher education, pastoral ministry, or related field. This position is best suited for students who do not have significant academic time commitments beyond their courses (i.e. field placements) and who have the potential to make a two year commitment.

Compensation: This is a 20 hour/week assistantship, which offers a $10,000 stipend and the potential for some remuneration for tuition.

To apply: Cover letters and resumes should be sent to kate.daly@bc.edu. Your resume and cover letter must be sent as separate attachments and have your name in the title (ex. janewilsoncoverletter.docx).