Bowman AHANA & Intercultural Center (BAIC)  
GRADUATE ASSISTANTSHIP

Hours per week: 20  
Stipend Award: $9,000  
Tuition Remission Award: 5 Courses  
Description: One-year Assistantship (possible renewal in 2nd year)

Job Responsibilities:

- Support the continued efforts of the BAIC to implement inclusive initiatives and programs that promote the spiritual development of AHANA & Multicultural students by collaborating with Campus Ministry, C21, religious groups & student organizations, Alumni and other BC departments.

- Coordinate BAIC’s Ethnic Heritage Months-Hispanic, Native American, Black History, and Asian Pacific American, by collaborating with student leaders, faculty and staff in planning and executing a variety of events reaching all segments of the BC community.

- Create & implement various assessment tools that gauge student learning outcomes and identify strengths, weaknesses and events in need of improvement.

- Mentor and support student leaders and committee members through the entire event planning process, including budget forecasting, logistics, outreach, marketing & promotion, and in the set up & breakdown of events.

- Create monthly event reports as well as provide documentation of all meetings and communication with committee and other BC offices & staff members.
**Employment Criteria:**

Earned Bachelor’s degree; full time enrollment in a BC Masters or Professional School (minimum 2 year) program is required.
Successful candidates will demonstrate sensitivity, knowledge, and understanding of the diverse background of students we serve, especially underrepresented groups.
Experience working with undergraduates, student leaders and committees within a higher education context are a plus.
Willing to manage & foster collaborations with other departments, programs & offices across the campus.
Experience providing individual & group support; organizing, planning and implementing small & large group events is necessary.
Candidates should also possess a high level of written and oral communication skills, the ability to work well under pressure, independently & with minimal supervision.
Additionally, candidates should possess computer literacy, experience with spreadsheets, desktop publishing and social media platforms.

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