GRADUATE STUDENT CONFERENCE COORDINATOR
NATIONAL SUMMIT ON CATHOLIC SCHOOLS AND HISPANIC FAMILIES

About the Summit
Boston College has recently concluded the first and most encompassing national study of Catholic schools serving Hispanic families to date: the National Survey of Catholic Schools Serving Hispanic Families. More than 650 Catholic schools, spanning 130 (arch)dioceses across 45 states around the country took part in this groundbreaking examination of Catholic Education. The findings, which will be publically released in national media outlets throughout 2016, provide a sobering picture regarding Catholic school personnel, recruitment practices, inter-office collaboration in dioceses, marketing practices, school life, student support, intercultural competencies, and outreach to Hispanic Catholic families.

Recognizing that this data warrants a national dialogue, Boston College will host a three-day, invitation-only summit for up to 250 of the best minds from the fields of Catholic education and Hispanic Ministry – advocates, researchers, educators, practitioners, philanthropic leaders, and diocesan personnel. The content will be driven by research-based documents drawing directly from key themes and challenges posed by the report and current research in Catholic education.

The summit will have short keynote presentations, followed by small group discussions according to areas of interest. Panel sessions with a researcher, an educational leader, and a pastoral leader will explore particular areas of school life or ministry with Hispanics. Emphasis during the summit will be on the interaction among participants, building relationships, and inviting people to envision potential initiatives to bring the results of the conversation to the next level, both locally and nationally.

General Responsibilities
The coordinator will:
- Be the primary point of contact / representative for the summit and engage with participants, vendors, center staff, and other constituencies in coordinating all facets of the summit.
- Manage the registration process (compile mailing list, create and send invitations, receive responses, etc.)
- Collaborate with summit leadership in developing sessions, event flow, and all logistics, staffing, and material needs for the summit.
- Collaborate with the Fiscal and Operations Administrator at the Roche Center for Catholic Education to manage costs and procure all on and off-campus space, speakers, and materials.
- Update the summit website, manage social media presence, and develop innovative ways to connect with audiences prior to and during the event.
- Be present at, manage, and provide hospitality for the summit September 19 to 21st, 2016

Oversight
The position will report directly to Dr. Patricia Weitzel-O’Neill, Executive Director of the Roche Center for Catholic Education, to plan and execute all facets of the summit, with additional collaboration with other center staff.

Time Commitment
The Graduate Assistant will be committed to 20 hours per week in the office (between 9:00 AM to 5:00 PM, M-F), with occasional evening or weekend hours.

Start Date: February 2016
Summer Hours: Required (minimum of 20 hours and may increase to 35 hours during June, July, and August)
Summit Date: The summit will take place in September 2016. The summit will take place at a local hotel and on the Boston College campus.

Note: While students may hold multiple positions throughout the university, no student can exceed the 20-hour weekly maximum across all positions during the academic year and 39 hours during the summer. All graduate staff members are required to adhere to the university employee holiday calendar, not the student holiday calendar.
Qualifications

- Understanding of mission-driven PK-12 and higher education (experience teaching, researching, or working in Catholic education a plus)
- Personal experience with or an understanding of the opportunities and challenges facing Hispanic families in the United States with a passion for supporting meaningful work in the areas of education and Church ministry as it pertains to this population
- Basic experience with event management – organizing people, schedules, supplies; providing hospitality
- Extremely organized with strong attention to detail; proficiency with Mac OS and associated software; command of Microsoft Office (mail merge, Excel)
- Proficiency with basic web design / layout, social media platforms, and email software
- Strong verbal and written communication skills
- Working knowledge of Spanish (verbal and written) preferred but not required
- A self-motivated, empowered spirit with the ability to recognize and respond to needs and complete projects with minimal guidance as a member of a cohesive team in a fast-paced, high-performance environment
- Self-reflective with a sense of greater purpose for work, as a part of a larger team / mission
- Masters or doctoral student at Boston College (any school / department); students graduating May 2016 or later are welcome to apply.

Roche Center Overview

The Roche Center for Catholic Education is a part of the Lynch School of Education. The Center strengthens Catholic PK-12 education through the generation and promotion of research and research–based educational innovations. The Center draws on the substantial resources of higher education and transfers a breadth of knowledge and practice to Catholic schools (teachers, administrators, board members, and other stakeholders) to support the success and vibrancy of the Catholic PK-12 system across the United States.

The Roche Center collaborates with the faculty of the Lynch School of Education and other schools / departments / centers across campus on various projects. The Center comprises six full-time staff members, a visiting affiliate, as well as six doctoral students, eight masters students, and four undergraduate students assigned to various projects / research.

Remuneration (Doctoral)

For 20 Hours/week Feb, Mar, Apr, May, and Sept 2016: Gross $1,945 paid on the 15th of every month
For 35 Hours/week Jun, Jul, and Aug 2016: Gross $3,890 paid on the 15th of every month
TOTAL: $21,395.00 FEBRUARY - SEPTEMBER

Remuneration (Masters)

For 20 Hours/week Feb, Mar, Apr, May, and Sept 2016: Gross $1,450 paid on the 15th of every month
For 35 Hours/week Jun, Jul, and Aug 2016: Gross $2,900 paid on the 15th of every month
TOTAL: $15,950.00 FEBRUARY - SEPTEMBER

To Apply

Please send a letter of interest along with a current resume/CV to:
Derek Hoy, Fiscal and Operations Administrator, at derek.hoy@bc.edu.
Please speak specifically to your interest in coordinating this conference, the skills you would bring, and how this particular initiative speaks to your experience or future goals.

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UPDATED January 2016