Boston University Graduate Assistantships

Boston University began as a Methodist seminary in 1839 in Vermont and moved to Boston in 1867. It is now internationally recognized as a top institution of learning and research. Our faculty includes Nobel laureates, MacArthur Fellows, leading scientists, prize-winning authors, and many more valued scholars. Throughout its history, Boston University has stayed true to its founding mission of providing an excellent education and helping students become valuable members of society. Our most famous and respected alumnus, Dr. Martin Luther King, Jr., exemplifies the spirit of community and innovation that pervades on campus.

The fourth largest independent university in the United States, Boston University is located along the banks of the Charles River and has more than 30,000 students from all 50 states and 140 countries.

The Student Activities Office, located in the Sargent Activities Center is home to over 500 student organizations. It serves the student body and surrounding community with educational, recreational and social programs.

**Assistantship**

A graduate assistantship at the Student Activities Office (SAO) offers the opportunity to combine knowledge from the classroom with professional experience; to put theory into practice. Graduate assistants will develop personal and professional skills to use throughout their professional career.

The assistantship will provide full exposure and involvement in all areas of programming and student activities at Boston University. Graduate assistants are expected to work 25 hours per week in their position including some nights and weekends. Please note that this position is a one-academic-year commitment; graduate assistants wishing to return for a second year may re-apply in the spring semester.

Due to the diverse facets of the Student Activities Office, graduate assistants will be given many experiences in order to create a well-rounded learning environment.

**Remuneration**

The assistantships are from the beginning of August to early May. Graduate Assistants receive a $12,000 stipend paid monthly over 10 months, approximately 25 hours a week.
Qualifications
Applicants must possess a Bachelor's Degree and must be in or be able to matriculate into a graduate program. Applicants must also have demonstrated successful and significant involvement in related experiences. Candidates should possess the maturity, leadership and personal qualities that will promote success in the profession. She or he must be able to relate well to people in a college environment, show initiative, have a conscientious attitude, be organized and have excellent communication skills.

There is currently one Graduate Assistantship available in Late-Night Programming (BU Central).

Graduate Assistant Areas of Responsibility:

Late-Night Programming with BU Central* responsibilities include:
- Advise various bodies of student volunteers and student staff
- Attend weekly BU Central Student Coordinator meeting with Coordinator of Programs
- Assist with BU Central event scheduling and coverage
- Help run weekly volunteer meetings (Tuesday nights, subject to change)
- Work closely with agents, management and visiting musicians, comedians, and performers
- Assist with promotion and communication efforts for BU Central
- Develop research and evaluation tools for on-campus programming
- Help plan and run spring semester retreat with BU Central staff
- Attend and help manage campus-wide events sponsored by BU Central
- Input and creation of “home grown” events for BU Central
- Help initiate and create next semesters events calendar

*this position requires a significant number of night and weekend hours

All positions include the following responsibilities:

Event Planning and execution:
Each Graduate Assistant will have the opportunity to co-plan at least two office-wide programs with the student staff, including: Fall Welcome Weekend, Fall Activities Expo, Beanpot Party and more.

Supporting Student Activities Office
- Serve one day a week as Programmer of the Day (POD)
- Serve as a resource to organizational officers, advisors and members
- General support and promotion of the Student Activities Office
- Plan campus-wide events in conjunction with professional and student staff

Professional Development
Graduate Assistants will have the opportunity to:
- Attend professional conferences
- Meet weekly with their supervisors
- Take part in division wide professional opportunities
• Attend weekly staff meetings
• Meet regularly with different offices and departments on campus

Interested candidates should e-mail or mail a resume and cover letter to:

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