Title of position: Graduate Assistant, Freshmen League

Reports to: Associate/Assistant Director, Center for Student Formation (Division of Mission and Ministry)

Hours per week: 20 hours per week (5 days/week)

Position start and end dates: Begins August, 2021 and ends May 15, 2021 (renewable for a second year)

Stipend/Salary/Compensation/Remuneration: The Graduate Assistant compensation is tuition remission (a maximum of 15 credits per academic year for most academic programs (Not applicable for BC Law School or full-time MBA program) and a $20,000 yearly stipend pro-rated by months of employment. ($15,000 Sep-May [required]. $5,000 June-Aug [optional])

Objectives of position: The Center for Student Formation is looking for a Graduate Assistant to work 20 hours per week for the academic year. This position is a one-year appointment.

Position responsibilities: The Graduate Assistant will assist in partial supervision of Freshmen League, a mentoring program designed specifically for first-year undergraduate men. The program seeks to create space for community, conversation, and connection through weekly small group meetings, small group activities, group outings, and retreats. The position will assist in recruiting, selecting, and training student leaders (Captains) and will supervise their ability to appropriately facilitate small group conversations. The Graduate Assistant will also assist with recruitment for program participants, including developing creative marketing campaigns, managing databases, reviewing applications, maintaining social media accounts, and managing outgoing communications. The Graduate Assistant will also be a member of the CSF team and may be asked to commit to center-wide activities.

Interpersonal duties center on the ability to communicate with other university offices for partnerships and collaborations. The Graduate Assistant must possess excellent computer and organizational skills as well as a sincere, outgoing personality that will assist them in interacting with the varied constituencies of the Center for Student Formation.

The ideal candidate for the Graduate Assistant position will be a goal driven self-starter with the demonstrated ability to work independently. The Graduate Assistant will also have a keen understanding of college student trends and of the Boston College culture. This person needs to have the ability to work with a team and accept responsibilities outside of assigned areas.

The Graduate Assistant may work no more than 10 hours a week outside the assistantship. Any outside employment and opportunities must be approved in consultation with the supervisor.

QUALIFICATIONS:
- Understanding of and experience with Jesuit education and student development.
- Demonstrated excellence in interpersonal, communication, and counseling skills.
- Demonstrated ability to develop, plan, coordinate and implement event planning and marketing.
- Demonstrated confidence and ability in public speaking.
- Proven experience in facilitating group conversations.
- Experience in leadership positions within a university environment.
- Experience working with diverse undergraduate and/or graduate student populations.
- Proven ability to collaborate with peers, faculty and staff.
- Proven computer skills, with proficiency with MS Word, Excel, PowerPoint, & FileMaker Pro.
- Must be able to work occasional evenings and weekends, as needed and have flexible work hours.
- Experience in using social networking platforms
- Preference for candidates with strong understanding of the Boston College student culture and an interest in continuing to work in Jesuit higher education.