Boston College – PULSE Program for Service Learning

Job Description for Graduate Assistant Position

Long a leader and innovator in service learning, the PULSE Program for Service Learning educates more than 500 undergraduate students each year through the integration of community-based social service and social advocacy fieldwork with the study of theology, philosophy, and social analysis. The Graduate Assistant will support the Program Director and Assistant Director to work with the program’s faculty, community partners, PULSE Council students, and approximately 500 enrolled students.

Primary Responsibilities

The Graduate Assistant (GA) is responsible for assisting the Director and the Assistant Director to implement the program. The position encompasses a range of responsibilities. Specific tasks may include:

1) Personing the front desk when in the office
2) Assisting with the community service placement process, Charlie Card distribution, etc.
3) Working with and supporting the PULSE Council (student leadership group) to facilitate peer group discussions, leadership training material, etc.
4) Managing the glass wall project and the display case project
5) Preparing and sending the weekly email from PULSE to all current students
6) Coordinating with up to three community partners
7) Assisting the Director and Assistant Director as needed

The Graduate Assistant will also:

8) Have a valid U.S. driver's license with clean driving record and be comfortable driving a large van in urban areas in inclement weather (driving is not expected to be a regular part of the job but on an as-needed basis)
9) Function well and flexibly in a busy office, and exercise good judgment and respond appropriately and professionally in stressful situations and to changing priorities
10) Work independently, self-manage projects, set and meet deadlines, and take initiative to learn what is needed in order to serve as a resource for program stakeholders
11) Possess strong interpersonal, organization, and oral and written communication skills
12) Have an understanding of (or the willingness to learn) and commitment to the mission of Catholic higher education in the Jesuit tradition and the role of service learning in contributing to that mission
13) Have experience as a volunteer and working with volunteers
14) Work well with undergraduate students, and with people of diverse ages and backgrounds
15) Foster a sense of cheerful professionalism in the office

The GA’s weekly schedule will be set at the beginning of each semester in consultation with the Director and Assistant Director. However, the GA must be available on the following dates and times:

- Wednesday - Friday, August 26-28: Training Retreat (off campus)
- Wednesday, September 9 (from about 4pm to 10pm): Town Meeting
- Friday - Sunday, January 29-31: Winter Retreat (off campus)
- Friday afternoon - most of Saturday, April 9-10: PULSE Council Selection
- Most Friday afternoons from 3-4:30pm during the fall semester: PULSE Council Meetings
- Many Friday afternoons from 3-4:30pm during the spring semester: PULSE Council Meetings

Compensation: The compensation in AY 2020-2021 will be $5,750 per semester for approximately 20 hours/week. This position does not come with tuition remission.

To Apply: A cover letter specific to this position and a resumé should be submitted to Prof. Meghan Sweeney, Cooney Family Director, PULSE Program for Service Learning at meghan.sweeney@bc.edu. Applications will be considered until the position is filled.

02/21/2020