

Boston College
Human Resources
Office of Employee Development

Title of Position: Graduate Assistant (GA) for Employee Development

Hours per Week: 10 hours per week, beginning week of August 30, 2021

Remuneration: \$20/hour

Office of Employee Development:

The Office of Employee Development (OED) supports employees and their workgroups in their continuous development, mirroring the University's mission to form its students, in order to benefit the employees themselves and to advance the goals of Boston College. OED seeks a graduate student to provide support for our learning and development and marketing functions.

Objectives of Position:

The GA position is designed to provide an emerging professional a rich experience within the field of learning and development. The primary function of the role is to provide marketing and branding support for the department. The position also provides the opportunity for a GA to explore one's professional interests. The GA position in the Office of Employee Development will enable a student to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking

General Position Responsibilities:

- Develop a departmental marketing strategy, including standards that fit within the University brand
- Assist in overseeing, and implementing the department's communication and marketing plan that aims to engage with a diverse group of 3,500 faculty and staff
- Assist in promotion and communication of OED programs and services, including preparation and editing of invitations, programs, brochures, flyers, proofreading, mailings, etc.
- Provide communications support for leadership programs including Management Development Perspectives (MDP) and the Ignatian Leadership Development Program (ILDLP)
- Research best practices in the field of employee development and current items for newsletter
- Assist with the development of internal and external reports, presentations, flyers, etc.
- May assist in the research and development of new departmental or divisional programs
- Other duties as assigned

Qualifications:

A Boston College graduate student enrolled in a part-time or full-time program. Strong preference will be given to candidates who are enrolled in a multi-year program.

Key Competencies and Qualities:

The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative
- Excellent writing skills and attention to detail
- Excellent computer skills, including Microsoft Excel (especially formulas, formatting charts), Word, PowerPoint, and Publisher
- Proficient with Adobe desktop publishing software and/or other media appropriate for producing brochures, ads, flyers, videos, etc. (Adobe Suites: Photoshop, Illustrator, InDesign, etc.)
- Experience or strong interest in writing and implementing marketing plans is preferred
- High level of professionalism
- Strong communication and interpersonal skills
- Ability to work independently and effectively on multiple tasks
- Willingness to be part of a team

To Apply:

Please send a cover letter and resume to the contact below.

Contact Information:

Suzanne Lawler
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