Formative Education – Graduate Assistantship

Graduate Assistantship: Formative Education / Provost Office

Academic Year: 2020-2021

Primary Supervisor: Director, Initiatives for Formative Education

POSITION DESCRIPTION
The objective of this position is to support the programs for the Initiatives for Formative Education, including a luncheon series, retreats, an immersion trip, a lecture series, a conference, social media, and other innovative projects. Below is an overview of the programs.

- Monthly luncheons with campus partners that highlight various aspects of Formative Education.
- Retreat and immersion experiences include:
  o *Timeout*, a weekend experience for alumni, parents and friends, which was piloted in April 2019.
  o *Vista*, a pilot retreat experience for parents, which was scheduled for spring 2020 and will be rescheduled for the future.
  o Other programs, including an immersion trip to the U.S. / Mexico border, are being developed through the Initiatives.
- The *Formative Education Lecture Series* hosts speakers each semester.
- A conference to continue conversations about Jesuit Formative Education practices at Boston College and around the globe is being planned for fall 2021 or spring 2022.

The retreat and immersion experiences are designed with a team of campus partners and work with colleagues as speakers and facilitators for the two-night (or longer) programs. The planning and development of other programs or projects to support the Initiatives of Formative Education will be supported by this position.

POSITION RESPONSIBILITIES
Responsibilities include, but are not limited to:
- Work with the internal team on communications of programs (descriptions, save-the-dates, invitations, FAQ sheets, testimonials, etc.)
- Collaborate with internal colleagues and external constituencies to recruit program participants. Communicate with participants to answer questions via phone and email.
- Assist with all preplanning and execution of programs, including but not limited to: determining location, menus, AV and space needs; scheduling and attending meetings for retreat teams; creating agendas and minute-by-minute schedules; writing prompts for speakers; preparing materials for packets for participants; designing and assessing surveys.
- For retreat and immersion experience, assist in design of journals. Work with vendors to bid project. Order journals.
- Recommend and develop social media for programs.
- When weekend programs are scheduled (post-COVID-19), manage logistics of each weekend and assist in hosting the weekend – organize and distribute supplies, liaise with staff, and serve as a resource and support for participants and leaders, as needed.
- Compile an end-of-year report on all major activities and tasks completed.
- Perform other duties and responsibilities as assigned and as relevant to the operation of the office and its programs. Some evening and weekend work required.
EMPLOYMENT TERMS

Start/End Dates: Monday, August 31, 2020 – Friday, May 14, 2021

Work Hours: The GA position requires a 20 hour/week commitment, outlined below:
- 20 hours per week (office hours) during the academic year evenly dispersed throughout 5 working days (Monday-Friday). (These hours do not include retreats or weekend/evening programs. The GA is not expected to work the week following the retreat. Given COVID-19, there are no weekend programs scheduled for fall 2020. At this time, it is not expected that there will be any weekend programs in spring 2021, however, there may be evening programs.)
- During finals week, hours in the office may be changed based on finals schedules.

Vacation:
- Holidays, Spring Break and Easter Break are designated by the academic calendar, including the time off over Christmas and New Year’s Day.
- Winter Break is also designated by the academic calendar and GAs will be expected to work until the last day of finals. GAs will be expected to return approximately 5 days prior to the undergraduates’ return to campus in January.
- Any vacation days lost due to a Formative Education program (i.e., retreat) that may fall during a break period should be discussed with your supervisor.

COMPENSATION
The GA compensation is a stipend of $21,000 for the academic year or $27,000 for the calendar year (paid monthly). Health insurance is not included in your compensation package.

Stipend: The Academic Year Pay covers the stipend for the nine month period from September through May, and is calculated at 9 months x $2333.33/per month for a total of $21,000. It should be noted, however, that this $21,000 is paid out in 8 monthly direct deposits of $2,625/month. These direct deposits occur in September, October, November, December, February, March, April and May. Summer work/compensation (June through August) is paid at $2333.33 per month.

QUALIFICATIONS
- Excellent communication and interpersonal skills; strong organizational and time-management skills; attention to detail; and the ability to work independently. Must possess a high level of maturity, integrity, and critical thinking skills.

OTHER EXPECTATIONS
- You will be expected to maintain professional and appropriate boundaries both on-campus and off-campus.
- For weekend programs, you will be expected to drive to the off-campus retreat venue (up to 1-2 hours away). Thus, it is important that you have a car available to you – for at least these weekends.
- All retreat and program dates for your program(s) are inflexible and mandatory to your position. It is an expectation that you will schedule other commitments around these dates. Absences will not be approved for family vacations, weddings, etc. These dates will be reviewed as soon as they are available, ideally at the time of contract signing.

TO APPLY
Please e-mail cover letter and resume to Margaret A. Laurence, Director, Initiatives for Formative Education to laurenmb@bc.edu.