BAIC, Graduate Assistantship
Boston College Thea Bowman AHANA and Intercultural Center

Mission:
The mission of the Thea Bowman AHANA (African, Hispanic, Asian, and Native American) and Intercultural Center is to support the undergraduate community, with a particular focus on AHANA, multicultural, multiracial and OTE students in navigating college life. We strive to promote a welcoming environment that fosters holistic development. BAIC seeks to form students of conscience, excellence, competence and compassion who will make a difference in the world.

Expectations: We expect that all graduate assistants, regardless of assignment, will participate in BAIC events and activities, carry themselves in a professional manner, be welcoming to all constituents of the BAIC, and perform duties outside of their role on an as needed basis.

Objective of Position: Support the BAIC in planning and attending events during Ethnic Heritage Months (EHM). Recruit and help to plan the AHANA Summit Retreat. Help to prepare the Options through Education Transitional Summer Program (OTE) and coordinate the OTE Lift as You Climb Mentoring Program. Assist with the process of the Dr. Donald Brown Award.

Position: Graduate Assistant for OTE and Ethnic Heritage Months

Reports to: Assistant Director

Commitment: 10 hours a week, for the full academic year.

- Fall 2021: August 2021 – December 2021
- Spring 2022: January 2022 – May 2022

Compensation: $15/hr – 10 hours/week
Responsibilities:
1. Create and maintain up-to-date cohorts of potential mentors and mentees for the OTE Lift as You Climb (LAYC) mentoring program
2. Promote Ethnic Heritage Months to the BC Community
3. Recruit and assist in planning the AHANA Summit Retreat
4. Help in the planning and execution of Lunar New Year
5. Maintain a calendar of events and effectively communicate with student groups, clubs, etc.
6. Other duties as assigned

Qualifications:
- Master’s level student
- Experience in advising and/or working with undergraduate students
- Interest in multicultural affairs, and ability to work with a diverse population of undergraduate and graduate students and administrators
- Familiarity with web-based platforms and database management
- Strong written/oral communication and organization skills
- Ability to multi-task and adapt easily
- Ability to meet deadlines and otherwise act responsibly
- Flexibility and positive mindset

Application: Interested candidates should email resume and cover letter to Andy Petigny, petigny@bc.edu.

For more information:

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