

**Educational Leadership and Policy
GA Position Description**

SCHOOL / OFFICE: Boston College, Lynch School of Education, Department of Educational Leadership and Higher Education

POSITION TITLE: Graduate Assistant for the Educational Leadership and Policy Online Program

SUPERVISOR: Gracie Trotman, Department Coordinator, Lynch School of Education, Educational Leadership/Higher Education

START AND END DATE: August 31, 2020 – May 30, 2022

HOURS PER WEEK: 20 hours/wk

COMPENSATION: Stipend of \$13,000 over nine months & 15 credits, with the option to work summer 2021 for additional compensation.

POSITION DESCRIPTION:

The Department of Educational Leadership and Higher Education seeks an organized and enthusiastic graduate student to assist in establishing a supportive and enriching community for online graduate students in the Educational Leadership and Policy Program at the Lynch School of Education. The graduate assistant will have the opportunity to gain valuable skills and become involved with the administration of the online program/develop program specific alumni events and online support functions for students. The graduate assistant will gain exposure to academic administration, admissions, and program development.

POSITION DUTIES:

Additional responsibilities can be established based on the experience and interests of the graduate assistant, but duties are likely to include the following:

Program Development

- Surveying the online students to see what types of programs can be implemented online or in person.
- Participating on the planning committee for Alumni events
- Planning advisory board meetings
- Planning online student support meetings

Online Office Management

- Manage online communication with students
- Maintain and organize student records, forms, and confidential files
- Coordinate appointments, meetings, and events for 5 faculty members and multiple adjuncts
- Serve as contact for graduate students, faculty, staff, and prospective students on departmental policies and procedures

Social Media & Communication

- Manage departmental social media accounts for current students and alumni
- Design monthly email bulletin for ELP master's and PSAP doctoral students to share department announcements, job opportunities, and higher education events and conferences

CONTACT:

Gracie Trotman

Department Coordinator, Lynch School of Education, Educational Leadership/Higher Education

gracie.taylor@bc.edu

617-552-418

