Position Title: Graduate Assistant

Reports directly to: David Goodman, Associate Dean for Strategic Initiatives

Position start and end date: 20 hours per week, 2-year commitment for 2020-2022. This position is during the academic year from September 1-May 31 for both years.

Additional hours: We would like to offer this position starting summer 2020 if a candidate is able to start earlier. Please indicate your interest. This would be additional compensation for work completed in the summer.

Compensation: $13,000 yearly stipend plus tuition remission of 15 credits per academic year

Position Objective: Support the Office of Strategic Initiatives and External Affairs working closely with the Associate Dean for Strategic Initiatives and External Relations on cross-institutional academic and professional development articulation agreements and developing enrollment pipelines into graduate programs at the Lynch School of Education and Human Development.

Position Responsibilities:

- Gain a strong understanding of the BC Lynch School mission, structure, and curricular offerings. Develop an externally facing portfolio for prospective partner institutions.
- Engage in background research on prospective partner institutions (and their applicable departments) for possible interfaces into 5th year, Advanced Standing, and Preferred Admissions options at BC.
- Maintain records on each prospective partner institution, closely track status and steps related to partnership development, and project management the stages and stakeholders involved in implementation articulation agreement (e.g., department...
chairs reviewing prospective institution/department syllabi)

- Meet bi-weekly with Associate Dean for Strategic Initiatives and External Relations to formulate and strategy, approach, and planning for articulation agreement outreach and implementation. Join Associate Dean at external institutional meetings to discuss offerings and explore partnership interfaces.
- Present findings/status of current projects and future plan.
- Provide accurate information for website updates reflecting formalized articulation agreements.
- Other duties as assigned.

Qualifications

- Excellent written and oral communication skills
- Experience organizing, synthesizing, and presenting information using Word and Excel
- Ability to manage and prioritize multiple ad hoc projects
- Ability to work independently, act as a self-starter, and manage changing priorities.
- Comfortable liaising with various stakeholders
- Have a team oriented attitude.
- Ideally some administrative experience