-Boston College-
Division of Student Affairs
Office of Student Involvement
Graduate Assistant

Title: Graduate Assistant for Student Engagement, Undergraduate Student Government (UGBC), plus O’Connell House Manager

Reporting to: Associate Director for Student Programs

Hours per week: 25 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours. Additional 5 hours per week are manager hours in the O’Connell House.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in a Boston College master’s program (Higher Education Program, preferred) for both years.

Position start and end date: August 12, 2020 (move-in date) – December 18, 2020 and January 19, 2021 - May 24, 2021. August 13-21, 2020 will serve as the graduate assistant training week.

Remuneration: $20,500 stipend plus room and board stipend; $300 in professional development funds.

Note:
- This live-on position shares residency with other graduate students in the O’Connell House. Each graduate student has a private room, but shared bathrooms, kitchen space and laundry.
- Stipends are paid out monthly during the following months on the 15th or 16th of the month and are divided into 8 equal payments of the total stipend amount:
  - September, October, November, December
  - February, March, April, May
- For packages that include board, the per semester value is transferred to your student account prior to each semester.

While training and your assistantship start prior to the disbursement of stipends and board, your compensation package includes the time period from:
- Start of Training (Thursday, August 13th) through Wednesday, December 16th, and
- Tuesday, January 19th - Monday, May 24th
- GAs are not expected to work the Monday - Friday of Spring Break week.
- GAs are not expected to work the Wednesday of Thanksgiving week.
- GAs are not expected to work Holy Thursday, Good Friday or Easter Monday.
**Objectives of Position**
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including student engagement, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic tradition

**Position Responsibilities**
The primary responsibilities of this position are to assist in the advisement of the Undergraduate Government of Boston College (UGBC). This includes, but is not limited to, event planning, implementation and assessment, the advisement of student leaders and committees, financial oversight and management, and support for campus-wide initiatives.

In addition, this position serves as an O’Connell House manager. The O’Connell House serves to meet the needs of undergraduate students by providing a space with many services. The O’Connell House offers space for meetings and programs led by Boston College groups, and O’Connell House staff also provide programming and entertainment. O’Connell House serves as a home away from home where students can feel comfortable to study, socialize, and spend recreational time.

**Primary Duties:**
- Assist in the advisement of UGBC student leadership
- Assist with the authorization of UGBC transfers and expenditures
- Advise a subset of UGBC committees on event planning, event approval, crisis management, budget management, and departmental financial policies
- Conduct training to assist organizations with budgeting, financial management, programming, strategic planning and officer transition
- Serve as a walk-in advisor for UGBC students and leaders
- Provide support and advisement to the Undergraduate Leadership Academy (ULA), attending weekly meetings, advising on curriculum, and assessing program goals and outcomes
- Attend weekly UGBC senate, leadership and department meetings as assigned
- Utilize multiple assessment methods to collect data that will lead to growth and positive change for members of the UGBC and the greater campus community
- Serve as on-call manager in O’Connell House 1 night per week and 2-3 weekend nights per month as well as attend weekly OCH staff meetings
General Office Responsibilities:
- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings.
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events.
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas.
- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position.
- Evening and weekend work may be required.

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
- Strong communication and interpersonal skills
- Understanding of and a commitment to working with a diverse student population
- 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 Paul Murphy at murpacy@bc.edu.