SCHOOL AND OFFICE: Student-Athlete Academic Services (SAAS)

POSITION TITLE: Graduate Assistant I (Assistant Academic Counselor)

START AND END DATE: September-May; 17 weeks per semester as arranged with supervisor

HOURS PER WEEK: 18

Stipend/Salary/Compensation/Remuneration (please also state if non-paid):

$15,000 total tuition credit, which may be awarded in first-year or over two years ($7,500 per year), and $9100 yearly stipend (paid monthly Sept-Dec and Feb-May)

Description of Position and Duties:

The Assistant Academic Counselor (AAC) will be responsible for assisting the SAAS with the coordination and delivery of academic support services for student-athletes. Responsibilities will include meeting with student-athletes to monitor academic progress and provide academic mentorship, assisting with the coordinator of the Tutorial Program, monitoring Yawkey Athletics Center academic facilities, disseminating pertinent information to student-athletes tutors, and professional staff. The AAC will provide written reports and ongoing feedback regarding the academic progress of students, while also assisting with the various administrative task as assigned including assisting with tutorial training, CRLA workshops, staff, and in-service meetings. AAC will meet regularly with their supervisor and participate in SAAS assessment and evaluation activities.

Requirements/Qualifications of Applicant:

Candidates must be full-time graduate students and possess the following qualities; Strong interpersonal, analytical, and organizational skills; Ability to maintain detailed records; Proficiency in Microsoft Office, Ability to work independently in a fast-paced, professional environment while meeting established deadlines; Flexible availability to work at least one evening per week and occasional weekend hours. (Schedules are determined based on the demands of the specific position, the needs of the office, and the availability of the student-athletes).

Ideal candidates should have some interest in working in academic support services for student-athletes, advising, and/or student affairs, teaching or tutoring experience working with students with learning disabilities and/or diverse populations (preferably with adolescents or young adults).

Additional Info:

The Office of Student-Athlete Academic Services (SAAS) supports the Boston College academic community and the Athletics Department with our mission to pursue student-athlete excellence, student formation, and a just society by remaining committed to integrity, ethics, and honesty. We provide comprehensive academic support services to meet the educational, personal and career-development needs of all Boston College student-athletes. Consistent with the Jesuit ideal of cura personalis, we will take a holistic approach to academic services and student formation, seeking to provide each student-athlete with the opportunity to excel at Boston College and in life beyond the Heights.

To apply: Please send cover letter and resume to Michael Harris (harrisvs@bc.edu).