Orientation Graduate Assistant, First Year Experience - Summer 2020

**Overview:** The Office of First Year Experience at Boston College is seeking a Graduate Assistant to support University Orientation. Orientation is a three-day, two-night event that takes place seven times over the summer, and includes both Student and Parent programming. A complete Orientation schedule can be viewed [here](#). The Orientation GA would serve as a critical member of the team that runs Orientation; and would also support the formation and training processes for our Orientation Leaders at the beginning of the summer (starting in mid-May).

**The Schedule:** The employment dates for the Orientation GA position are May 19 - August 25. The FYE Orientation GA **MUST be available** on the following dates:
- May 19 - 21; May 26-290; June 1-4: Orientation Leader Retreat & Training
- Seven (7) Orientation sessions taking place on Sunday - Tuesday in June, July & August (exact dates can be viewed [here](#)).

During Orientation Leader retreat, training and Orientation session weeks, the FYE Orientation GA will work approximately 40 hours a week (30 hours supporting the Orientation program, Sunday - Tuesday; and 10 hours of office responsibilities (Wednesday - Thursday). On weeks when there is no training or session, hours will be reduced to 10 hours of office responsibilities, only. The number of hours worked during the weeks without training or session is negotiable.

**What we are looking for:** FYE is looking for an Orientation GA with an interest in student formation and program management. We seek a team player with a penchant for action and a customer-service orientation. Our ideal candidate has strength in communication, high attention to detail, and the ability to problem solve and lead in a fast-paced work environment. Finally, the Orientation GA should be someone willing to prioritize the role, as the days will be long, full and demanding.

**What you get:** A full summer of hands-on experience in student formation and program management. The ability to work with a professional, service-oriented team and to function as an ambassador for Boston College to incoming students and families.

The total compensation package for the summer will be a **stipend of $5,000-$6,000**, depending on the number of weeks worked. Meals are provided while working the retreat, training, and Orientation sessions. Housing is not provided.

Interested candidates should send a resume and cover letter to [bcfyebc.edu](mailto:bcfyebc.edu) by Tuesday, March 17, 2020.