Title: Student Activities Graduate Assistant

Position Description Read and Accepted:

Department: Student Affairs
Reports to: Dean of Student Affairs

FLSA: ____________________________

Salary Range: $2,500/semester; live-on position inclusive of room and meal plan

Effective Date: January 22, 2020 – May 17, 2020 (with potential for 2020-2021 academic year)

POSITION SUMMARY

This position is responsible for growing the graduation rate of the College by fostering a dynamic, student-focused community through new student programming, leadership development opportunities, on- and off-campus programming, and campus center management. This position plays the key role in creating a vibrant, co-curricular student experience that aids retention and student success.

POSITION SCOPE

Programming

- Host at least two (2) programs a month for the Pine Manor College community
- Coordinate large-scale Pine Manor College traditions, such as Stressbusters, GatorFest, and Senior Week.
- Assist in the strategic planning of campus-wide programming, in conjunction with multiple offices.
- Coordinate communication and marketing of Student Affairs programs, specifically in the Ashby Campus Center and through Guidebook.
- Coordinate annual assessment plans for campus programming according to needs of the department.

Pine Manor College Ambassadors

- Co-coordinate the application and selection process of the Pine Manor College Ambassadors (PMCA).
  - Coordinate and implement comprehensive marketing for PMCA application.
  - Organize group process and individual interviews.
  - Plan, in conjunction with campus partners, a comprehensive summer training schedule for PMCA.

Crisis Response & Duty Rotation

- Participate in the on-call duty rotation for campus in responding to emergencies.
- Follow Student Affairs emergency protocols and procedures to respond to crisis or emergency situations, which includes providing guidance to paraprofessional staff and students.
- Provide appropriate post-crisis referrals and follow-up with students and staff.

Departmental Support

- Serve as communicative liaison to community on programming and student organizations.
- Serve as an active and contributing member of the department. This includes staffing select major departmental and divisional programs such as Commencement and other major events outlined by supervisor.
- Other duties as assigned by supervisor.
MINIMUM QUALIFICATIONS

• Bachelor’s degree prior to start date.
• Enrolled at least part-time in a Higher Education Student Affairs/College Student Development and Counseling or related graduate programs.
• At least one year of experience working as part of a student activities or residence hall or another student affairs functional area.
• Experience that demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of first generation college students.
• Demonstrated commitment to social justice, equity, and inclusion.

PREFERRED QUALIFICATIONS

• Possess assertive leadership skills and the ability to work in a team.
• Possess effective communication skills in order to successfully approach people, mediate problem situations, and enforce policies.
• Must be easily approachable, friendly, and able to establish rapport with residents.
• Ability to use authority with discretion and exercise good judgment.
• Must be able to maintain confidentiality of sensitive student information.
• Effective community development and programming experience.
• Crisis management experience.
• Fluency in a second language particularly Spanish, Cape Verdean Creole, Haitian Creole, Vietnamese, Mandarin, or Cantonese.

TERM OF EMPLOYMENT

This is a minimum twenty (20) hour per week, four-month position, running from January to mid-May. Start/end dates are flexible based on the graduate assistant’s schedule and needs of the department. Successful candidates will have the opportunity for renewal for an additional year. Evening and weekend work is required as schedule allows and in consultation with supervisor. Compensation includes on-campus housing, a meal plan, and a $2,500 stipend. Pine Manor College is located in Chestnut Hill, fifteen (15) minutes from Boston College.

SPECIAL REQUIREMENTS

Candidate must be able to climb steps and list a minimum of 25 pounds. Selected candidate will be subject to a personal and criminal background check before employment.

Pine Manor College is an Equal Opportunity Employer committed to being the place where a diverse mix of talented people want to come, to stay, and do their best work.