Urban Outreach Initiatives Office
Donovan Urban Teaching Scholar Program Graduate Assistant (GA) Position
2020-2021

Urban Outreach Initiatives Introduction
Established in 2007, Urban Outreach Initiatives (UOI) is an integral part of the Department for Strategic Initiatives and External Partners at Boston College’s Lynch School of Education and Human Development. UOI oversees the Donovan Urban Teaching Scholars’ Program, a cohort based, one year intensive, M.Ed. teacher preparation program committed to increasing the number of highly qualified teachers, who reflect the diversity within our schools and communities, the College Bound Program, a pre collegiate youth centered out of school time program for local Boston students from grades 7-12, that uses scientific inquiry to address social and environmental justice issues. UOI also facilitates Urban Based Community Partners, a series of cross university, school and community collaborations that involve leading teams of faculty, college students, community activists, K-12th grade students and their families to build innovative partnerships addressing urban issues in their schools and communities.

Donovan Urban Teaching Scholars’ Program Overview
The Charles F. Donovan Urban Teaching Scholars program is a nationally recognized, social justice infused, intensive one-year M.Ed. cohort model program leading to teacher licensure in the following areas; Early Childhood Education, Elementary Education, Secondary Education (English, History, Math, Science or Spanish) and Special Needs Education. Each year the program recruits nationally for a diverse cohort of up to 30 graduate students, many of whom were educated in urban schools themselves, and aspire to give back to their communities in constructive and The Donovan Urban Teaching Scholars Program builds on their specific programs of study with interactive urban education seminars, critical inquiry research, social justice education, and community building that are responsive to the academic and socio-cultural needs of urban youth and their families. The Donovan Scholars also have an active peer and alumni support network that allows for ongoing mentoring throughout their career.

Job Description

Title: Donovan Urban Teaching Scholar Graduate Assistant (GA)
Reports to: Catherine Wong, Director, Urban Outreach Initiatives

Essential Function:
The Graduate Assistant will 1) assists in coordinating all aspects of the Donovan Program including local recruitment, the admission process, the Donovan Teaching for Social Justice and Equity Seminars, and the Donovan family commencement reception 2) support Donovan faculty and alumni involvement to
ensure the health of a successful program; 3) assist with the day to day operations of the program office; 4) support communication outreach and data management; 5) and other duties as assigned.

**Key Responsibilities:**
Assist in the recruitment of Donovan scholars (graduate students) from across the nation and partner programs, schedule and contact students, update the database of current scholars and alumni, participate in ongoing strategic planning and staff development, advise in the production of communication and outreach materials (i.e. phone calls, bulletin boards, website, newsletter, social media etc.). In addition, the GA will be responsible for assisting with setting up info sessions and seminars with current scholars and or Donovan alumni. This GA position will also involve working collaboratively with a diverse graduate and undergraduate team as well as with faculty and staff across departments, and assisting with the other Urban Outreach programs as assigned.

**Qualifications**

**Skills and Experience Required:**
- First year Masters’ student, Lynch School of Education and Human Development
- Successful experience working with urban schools and/or community agencies/organizations
- Excellent interpersonal communications, organizational, time management and presentation skills
- Demonstrated ability to excel in a diverse team environment
- Ability to multi-task and respond to challenging situations calmly and with credibility
- Self starter and openness to take initiative
- Willingness to work some evenings and weekends
- Proficiency with Windows or Mac operating systems and related office software

**Skills and Experience Preferred:**
- Experience mentoring/supporting 1st generation to college students
- Familiarity with educational licensure guidelines

**Hours and Compensation**
- One year position with second year option
- 20 hours per week September 1 - May 31
- $13,000 stipend paid in 8 monthly installments for Fall and Spring semesters
- 20 hours per week x 8 weeks in the Summer, additional prorated stipend
- 15 credits of tuition remission per academic year
- Requires local travel to recruitment events and partner schools

**To apply:**
Please email a cover letter and resume to Catherine Wong, catherine.wong.2@bc.edu

**Timeline**
Position will remain open until filled.