SCHOOL / OFFICE: Boston College, Lynch School of Education, Department of Educational Leadership and Higher Education

POSITION TITLE: Graduate Assistant for the Educational Leadership/Higher Education Department

SUPERVISOR: Gracie Trotman, Administrative Assistant and Dr. Lauri Johnson, Associate Professor, Chairperson, Lynch School of Education, Educational Leadership/Higher Education

START AND END DATE: August 26, 2019 – May 30, 2021

HOURS PER WEEK: 20 hours/wk

COMPENSATION: Stipend of 13,000 over nine months and 15 credits of tuition remission

POSITION DESCRIPTION:

The Department of Educational Leadership and Higher Education seeks an organized and enthusiastic graduate student to assist in establishing a supportive and enriching community for graduate students at the Lynch School of Education. The graduate assistant will have the opportunity to gain valuable skills and become involved with/develop department events and functions, such as orientation, Interview Day, the Mary Kinnane Graduation Reception and additional professional development events. The graduate assistant will gain exposure to academic administration, admissions, and program development.

POSITION DUTIES:

Additional responsibilities can be established based on the experience and interests of the graduate assistant, but duties are likely to include the following:

Program Development

• Serve as departmental representative on the Higher Education Interview Day Committee; responsibilities may include volunteer management, social planning, student panel facilitation, employer recruitment, and mentorship coordination
• Assist with Higher Education orientation for masters students
• Co-chair planning committee for Mary Kinnane Higher Education Graduation Reception
• Initiate and develop professional development opportunities for over 80 Higher Education masters students
• Communicate and collaborate with program student group, BC MAPS, on professional development and programming efforts
• Collaborate with faculty on department assessment efforts
Office Management

- Interview, hire, and supervise work study students
- Maintain and organize student records, forms, and confidential files
- Coordinate appointments, meetings, and events for 11 faculty members
- Serve as contact for graduate students, faculty, staff, and prospective students on departmental policies and procedures

Social Media & Communication

- Manage departmental social media accounts for current students and alumni
- Design weekly email bulletin for Higher Education master’s and doctoral students to share department announcements, job opportunities, and higher education events and conferences