Graduate Assistant
Student Activities Office

Student Activities, located on Boston University’s Charles River Campus, is home to hundreds of student organizations that serve the student body and surrounding community with educational, recreational and social programs. A graduate assistantship at Student Activities offers the opportunity to combine classroom knowledge with work experience – to put theory into practice. Due to the diverse responsibilities of Student Activities, Graduate Assistants will be engaged in many experiences in order to create a well-rounded learning environment. There is one Campus Activities Board (CAB) Graduate Assistant position and two Student Organization Graduate Assistant positions open in the Student Activities Office. Graduate Assistants will receive one-on-one supervision by one of the Assistant Directors of Student Activities.

Primary Responsibilities:
Responsibilities will vary based on placement, but will include direct engagement with student staff and student leaders.

• Support undergraduate students in their professional development, organizational management, and day to day responsibilities.
• Train, assist, and direct students as they plan and coordinate small and large scale events for the BU community.
• Oversee and advise one or multiple of the following: campus activities board, student involvement board, allocations board, and resource room staff.
• Schedule regular meetings with undergraduate student leaders on a weekly, monthly, and semester basis.
• Develop and carry out campus-wide events and student organization leadership training including marketing campaigns, tracking attendance, and event evaluation.
• Manage all financial transactions through OrgSync, including uploading of payment requests, contracts, etc., and managing student organization deficits.
• Work collaboratively with Student Activities staff, other campus departments, and external vendors/speakers.
• Assist in the planning, staffing, and tracking of Senior Week 2020 events.
• Attend and work all events put on through the department.
• Other duties as assigned.

Time Commitment: 20 hours per week, including some nights and weekends.
Please note: this position is a nine month commitment starting mid-August 2018 and ending mid-May 2019. Start date is negotiable.

Compensation: $14 per hour starting summer 2019.

Location: 1 University Road, off of Commonwealth Avenue. 3.8 miles from Boston College. Accessible via the T: take the Green Line inbound to the BU Central stop.