Title: Graduate Assistant, TRIO Student Support Services Program

Hours per week: 20 hours per week with some evening and weekend responsibilities. This is a 2 year position (2019-2021) for a student enrolled in the Boston College Higher Education Program (Student Affairs track preferred). The incumbent will be hired at the end of the first year for a second year, based on performance.

Note: The graduate assistant must be enrolled full-time for AY 2019-2021.

Position start and end date: August, 2019 to May, 2020. Additional summer (2020) employment may be an option.

Remuneration: $15/hour. Tuition remission is available for qualified candidates in the Lynch School of Education.

Position Responsibilities
To assist with the strategic vision and implementation of TRIO Student Support Services. The primary duties will focus on helping the office manage the TRIO Student Support Services Program and develop and execute a comprehensive approach to academic advising, student support, programming, and financial aid for first-generation, low income, and students with disabilities.

Primary Duties:
- Serve as an adviser to students and assist with academic advising
- Meet with students in group and individual settings.
- Contact students regarding progress reports.
- Coach/guide students through their undergraduate academic experience
- Maintain updated student records
- Coordinate monthly programming, the Sisters, Let’s Talk Program (a support group for women of color); and other LTL programs
- Plan, develop and implement monthly workshops and informational sessions
- Research, plan and implement new program initiatives
- Submit reports and evaluations
- Provide academic advising and academic coaching/counseling
- Assist with the daily operations of the office
- Assist with the daily operation and management of student tracking systems
- Develop programs and activities to assist with student retention
- Conduct workshops to assist with the transition to college
- Assist with the planning and development of the College Transition Program
**Additional Duties:**

- Provide support for all departmental programs and services as requested.
- Assist with the development, evaluation, and enforcement of departmental policy.
- Other duties as assigned.

**Learning to Learn Office**

Learning to Learn is designed to improve students’ critical thinking skills and provide them with the learning skills they need to succeed in college and beyond. Our services support students in their efforts to unlock their academic potential. Additionally, we serve as liaisons for students between all office and departments at the college in the effort to help students navigate the university.

The graduate assistant will participate with members of the Learning to Learn staff at staff meetings. These meetings are vital to the development of the graduate assistant and provide an opportunity to share experiences and learn about different aspects of TRIO programs and academic affairs.

**Skill, Knowledge and Abilities Needed for Successful Performance**

- Understanding of the research and literature in the areas of TRIO Student Support Services Programs, academic advising, first-year student transition, academic affairs, and higher education.

- Must demonstrate an ability to create collaborative partnerships in order to contribute to the learning and formation of students.

- Knowledge and understanding of student development theory, as it pertains to academic advising, student formation, and training.

- Incorporate appropriate leadership development and advising models and theories congruent with the Jesuit and Catholic mission of Boston College.

- Demonstrated interpersonal skills and cultural competency to effectively communicate with students, faculty, staff, administrators, and community members.

- Excellent writing and technical skills to prepare written reports, correspondence, proposals, policy, and other materials

**Supervision Received**

Supervision is received from the Counselor, TRIO Student Support Services Program.