Title: Graduate Assistant, Ronald E. McNair Post-Baccalaureate Achievement Program

**Hours per week:** Up to 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 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 the Ronald E. McNair Post-Baccalaureate Achievement Program. The primary duties will focus on helping the office manage the McNair Scholars Program, McNair Exploratory Program and the Graduate Mentor Program. The Graduate Assistant will also help develop and execute a comprehensive approach to advising, support, programming, and undergraduate research for first-generation, low income students.

**Primary Duties:**

- Meet with students in group and individual settings.
- Identify faculty mentors and recruit students
- Coach/guide students through their undergraduate research experience
- Match faculty with student mentees
- Monitor the student/faculty relationship
- Plan, develop and implement monthly workshops and informational sessions
- Maintain updated student records
- Coordinate the McNair orientation and culmination events
- Submit reports and evaluations
- Assist with data management and student tracking
- Serve as a resource for students and faculty

**Additional Duties:**

- Provide support for all departmental programs and services as requested.
- Assist with the development, evaluation, and enforcement of university and departmental policies.
- 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 offices and departments at the college in the effort to help students navigate the university.

Program Description

The Ronald E. McNair Post-Baccalaureate Achievement Program (McNair Program) is a graduate school preparation program for Boston College undergraduates who are both low-income and first-generation college participants, and/or come from underrepresented backgrounds. Funded by the U.S. Department of Education, the McNair program prepares undergraduates from these underrepresented groups to pursue and attain doctoral degrees and to enter careers in research and academia.

The McNair Exploratory Program (MEP) is an initiative of the Ronald E. McNair Post-Baccalaureate Program. The central purpose of the McNair Exploratory Program (MEP) matches first-year students with a faculty member the students’ major of interest so that they engage in conversations about professional careers, graduate education, and research. This program runs during the spring semester.

The Graduate Mentor Program (GMP) is in collaboration between the Learning to Learn Department and the Office of Graduate Student Life. The program matches Boston College graduate and professional students with Boston College undergraduate students from low income, first generation, or underrepresented backgrounds. The program is designed to help participants share experiences around graduate studies, how the choice was made to pursue a particular discipline, and the challenges and rewards of being a graduate student.

Skill, Knowledge and Abilities Needed for Successful Performance

- Understanding of the research and literature in the areas of TRIO Student Support Services Programs and/or the Ronald E. McNair Post-Baccalaureate 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, Ronald E. McNair Post-Baccalaureate Achievement Program.