Title: Graduate Assistant for Student Programming/Campus Activities Board, plus O’Connell House Manager

Reporting to: Assistant Director for Student Programs

Hours per week: 20-25 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours. 5 hours per week are duty hours in the O’Connell House.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in the Boston College Higher Education Program for both years.


Remuneration: $20,500 stipend plus room and board stipend; $300 in professional development funds.

Note:
● This live-on position shares residency with other graduate students in the O’Connell House. Each graduate student has a private room, but shared bathrooms, kitchen space and laundry facilities.
● Stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May). Board funds are loaded to student ID in August and January.

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including student engagement, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

● Develop and show progress on personal and professional goals
● Demonstrate growth in key areas of responsibility within the job description
● Articulate the purpose of student affairs at Boston College and in a national context
● Describe the issues and challenges facing the field of student affairs
● Apply what is learned in the classroom to the GA position
● Seek out opportunities for professional development and networking
● Explore student engagement within a Jesuit Catholic tradition

Position Responsibilities
This role will assist with the advisement, implementation, and evaluation of the Campus Activities Board (CAB) program in conjunction with another graduate student and under the supervision of the Assistant Director. Highlights of this role include budget management, event coordination, logistics, execution and evaluation. The Campus Activities Board manages a budget of over $600,000 and is responsible for social, educational and formative programming for the undergraduate student body. Programs include, but are not limited to: concerts, dances, speakers, local and regional day-trips, and campus traditions such as the Christmas Tree Lighting and Mud/Mod Stock. In addition, the graduate assistant will support the student leadership of CAB as well as their mentorship program for first-year students.

In addition, this position serves as an O’Connell House manager. The O’Connell House serves to meet the needs of undergraduate students by providing a space with many services. The O’Connell House offers space for meetings and programs led by Boston College groups, and O’Connell House staff also provide programming and entertainment. O’Connell House serves as a home away from home where students can feel comfortable to study, socialize, and spend recreational time.

**Primary Duties:**

- Advise CAB on event planning, event approval, crisis management, budget management, and departmental financial policies
- Train students on skills associated with student programming, event management, and leadership; assist in planning and execution of fall and spring comprehensive trainings for board members, including the development of learning outcomes, goals and assessment.
- Attend weekly meetings with students, executive team; supervise late night and weekend programming as assigned.
- Coordinate the recruitment of undergraduate students and student leaders to actively participate in CAB and assist in the transition of leadership from year to year.
- Assist with the authorization of CAB expenditures
- Utilize multiple assessment methods to collect data that will lead to growth and positive change for members of the greater campus community
- Serve as on-call manager in O’Connell House 1 night per week and 2-3 weekend nights per month as well as attend weekly OCH staff meetings.

**General Office Responsibilities:**

- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas
- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position
- Evening and weekend work may be required
Key Competencies and Qualities:
The successful candidate will demonstrate the following key competencies:
● Flexibility and a strong sense of initiative
● Excellent writing skills and attention to detail
● Strong communication and interpersonal skills
● Understanding of and a commitment to working with a diverse student population
● Ability to work independently and effectively on multiple tasks
● Willingness to be part of a team
Title: Graduate Assistant for Leadership Development

Reporting to: Assistant Director for Leadership Development

Hours per week: Approximately 20 hours per week with evenings and some weekends. Most hours per week are in-office scheduled hours.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in a Boston College master’s program (Higher Education Program, preferred) for both years.

Position start and end date: August 5, 2019 – December 20, 2019 and January 6, 2020 - May 17, 2020. August 12-16 will serve as the graduate assistant training week.

Remuneration: $10,500 stipend plus tuition remission totaling 15 credits (5-course equivalent); $300 in professional development funds.

Note:
- Although assistantship starts in August, stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May).

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including student engagement, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic context

Position Responsibilities
The primary responsibilities of this position are to assist in the coordination of the Emerging Leaders Program (ELP), the LeaderShape® Institute, and to oversee projects associated with leadership development as assigned. This includes, but is not limited to, event planning,
implementation and assessment, the advisement of student leaders, financial oversight and management, and support for campus-wide student leadership initiatives.

Primary Duties:

- Assist in the coordination of the Emerging Leaders Program (ELP), a comprehensive leadership development program for 50 incoming first-year students.
- Assist in the coordination of the LeaderShape® Institute, a six-day leadership development retreat for 60 undergraduate students.
- Provide support to upper-class student leaders, including two undergraduate student assistants and 10 ELP sophomore facilitators.
- Serve as a member of the Ever to Excel awards committee and assist Assistant Director in the planning of the annual ceremony.
- Utilize multiple assessment methods to collect and analyze data that will lead to growth and positive change in the leadership development area.
- Plan, execute, and assess leadership experiences for a variety of subsets of the student population based on identified needs. (Example: student organization trainings, workshops, passive programs and online modules).
- Attend weekly evening ELP meetings.
- Supervision exercised: Position supervises two undergraduate Student Assistants in conjunction with the Assistant Director.

General Office Responsibilities:

- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings.
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events.
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas.
- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position.
- Evening and weekend work may be required.

Key Competencies and Qualities:

The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative.
- Excellent writing skills and attention to detail.
- Strong communication and interpersonal skills.
- Understanding of and a commitment to working with a diverse student population.
- Ability to work independently and effectively on multiple tasks.
- Willingness to be part of a team.
Title: Graduate Assistant for Student Organization Development

Reporting to: Assistant/Associate Director for Student Organizations

Hours per week: 20 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in the Boston College Higher Education Program for both years.


Remuneration: $10,500 stipend plus tuition remission totaling 15 credits (5-course equivalent); $300 in professional development funds.

Note:
- Although assistantship starts in August, stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May).

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including leadership development, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic tradition

Position Responsibilities
This role assists with the implementation of training and leadership development for student organizations at Boston College, including a peer training program, currently called EXCEL. This role helps the Assistant/Associate Director implement a comprehensive approach to
finances, organizational management, and leadership development for student organizations. In conjunction with the Assistant/Associate Director, this role oversees the training of student organization leaders.

A primary responsibility of this position is to advise a portfolio of student organizations with their event, financial and programmatic needs. This includes guiding student leaders through event approval processes, logistics and planning, and authorizing student organization expenditures. This position also works with other staff in OSI and the division of student affairs on their training and leadership development needs. This includes in person, digital and print training materials.

Primary Duties:

- Oversee a group of peer trainers for student organization training and leadership development
- Assist in the planning, implementation, and evaluation of Student Organization Day and other signature student organization leadership trainings
- Advise a portfolio of student organizations on event planning, event approval, crisis management, budget management, and departmental financial policies
- Develop policy, procedures and assessments to inform decisions around student organization training and development
- Conduct training to assist organizations with budgeting, financial management, programming, strategic planning and officer transition, as well as student organization leader training topics as assigned
- Serve as a walk-in advisor for a portfolio of student organizations
- Supervision exercised: Position supports supervision of four undergraduate program assistants in conjunction with the Assistant Director

General Office Responsibilities:

- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas
- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position
- Evening and weekend work may be required

Key Competencies and Qualities:

The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative
• Excellent writing skills and attention to detail
• Strong communication and interpersonal skills
• Understanding of and a commitment to working with a diverse student population
• Ability to work independently and effectively on multiple tasks
• Willingness to be part of a team
Title: Graduate Assistant for Student Organizations (Event focus)

Reporting to: Assistant Director for Student Organizations

Hours per week: 20 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in the Boston College Higher Education Program for both years.

Position start and end date: August 12, 2019 – December 20, 2019 and January 13, 2020 - May 17, 2020. Earlier August start date available pending candidate interest and availability, although not required.

Remuneration: $30,000; $300 in professional development funds.

Note:
- Stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May).

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including leadership development, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic tradition

Position Responsibilities
This role assists with the implementation of event management services for student organizations at Boston College. This role helps the Assistant Director implement a comprehensive approach to finances, organizational management, and leadership
development for student organizations. In conjunction with the Assistant Director, this role oversees the space reservation process for our cultural and performing groups, and is responsible for the annual Student Involvement Fair.

A primary responsibility of this position is to advise a portfolio of student organizations with their event, financial and programmatic needs. This includes guiding student leaders through event approval processes, logistics and planning, and authorizing student organization expenditures. This position also works with other staff in OSI and the division of student affairs on event management needs ensuring our student organizations are successful in their event planning and implementation. Additionally, this role works with the training of student organization leaders.

**Primary Duties:**
- Oversee the space request process for cultural and performing groups including rehearsal and event/show dates.
- Plan, implement and evaluate the annual fall Student Involvement Fair
- Advise a portfolio of student organizations on event planning, event approval, crisis management, budget management, and departmental financial policies
- Develop policy, procedures and assessments to inform decisions around event planning, management and evaluation
- Conduct training to assist organizations with budgeting, financial management, programming, strategic planning and officer transition
- Serve as a walk-in advisor for a portfolio of student organizations
- Supervision exercised: Position supports supervision of four undergraduate program assistants in conjunction with the Assistant Director

**General Office Responsibilities:**
- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings.
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas
- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position
- Evening and weekend work may be required

**Key Competencies and Qualities:**
*The successful candidate will demonstrate the following key competencies:*
- Flexibility and a strong sense of initiative
- Excellent writing skills and attention to detail
● Strong communication and interpersonal skills
● Understanding of and a commitment to working with a diverse student population
● Ability to work independently and effectively on multiple tasks
● Willingness to be part of a team
Title: Graduate Assistant for Student Organizations (Finance focus), plus O’Connell House Manager

Reporting to: Assistant Director for Student Organizations

Hours per week: 20-25 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours. 5 hours per week are duty hours in the O’Connell House.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in the Boston College Higher Education Program for both years.

Position start and end date: August 12, 2019 – December 20, 2019 and January 13, 2020 - May 17, 2020. Earlier August start date available pending candidate interest and availability, although not required.

Remuneration: $20,500 stipend plus room and board stipend; $300 in professional development funds.

Note:
- This live-on position shares residency with other graduate students in the O’Connell House. Each graduate student has a private room, but shared bathrooms, kitchen space and laundry facilities.
- Stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May). Board funds are loaded to student ID in August and January.

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including leadership development, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic tradition
**Position Responsibilities**

This role assists with the implementation of financial management services for student organizations at Boston College. This role helps the Assistant Director implement a comprehensive approach to finances, organizational management, and leadership development for student organizations. In conjunction with the Assistant Director, this role oversees the allocation of over $800,000 per annum to student organizations by the Student Organization Funding Committee.

A primary responsibility of this position is to advise a portfolio of student organizations with their event, financial and programmatic needs. This includes guiding student leaders through event approval processes, logistics and planning, and authorizing student organization expenditures. This position also oversees and supervises the Student Organization Funding Committee (SOFC), a board of 20 students responsible for allocating student fees to Boston College student organizations. Additionally, this role works with the training of student organization leaders.

In addition, this position serves as an O’Connell House manager. The O’Connell House serves to meet the needs of undergraduate students by providing a space with many services. The O’Connell House offers space for meetings and programs led by Boston College groups, and O’Connell House staff also provide programming and entertainment. O’Connell House serves as a home away from home where students can feel comfortable to study, socialize, and spend recreational time.

**Primary Duties:**

- Advise the Student Organization Funding Committee (SOFC)
- Assist with the authorization of student organization transfers and expenditures
- Advise a portfolio of student organizations on event planning, event approval, crisis management, budget management, and departmental financial policies
- Develop policy and procedures for the usage of SOFC funds by student organizations
- Conduct training to assist organizations with budgeting, financial management, programming, strategic planning and officer transition
- Serve as a walk-in advisor for a portfolio of student organizations
- Serve as on-call manager in O’Connell House 1 night per week and 2-3 weekend nights per month as well as attend weekly OCH staff meetings
- Supervision exercised: Position supports supervision of four undergraduate program assistants in conjunction with the Assistant Director

**General Office Responsibilities:**

- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events
Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas.

- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position.
- Evening and weekend work may be required.

**Key Competencies and Qualities:**
The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative
- Excellent writing skills and attention to detail
- Strong communication and interpersonal skills
- Understanding of and a commitment to working with a diverse student population
- Ability to work independently and effectively on multiple tasks
- Willingness to be part of a team
Title: Graduate Assistant for Student Organizations. Marketing and Dance Marathon

Reporting to: Assistant/Associate Director for Student Organizations

Hours per week: 20 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in the Boston College Higher Education Program for both years.

Position start and end date: August 12, 2019 – December 20, 2019 and January 13, 2020 - May 17, 2020. Earlier August start date available pending candidate interest and availability, although not required.

Remuneration: Remuneration: $10,500 stipend plus tuition remission totaling 15 credits (5-course equivalent); $300 in professional development funds.

Note:
- Although assistantship starts in August, stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May).

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including leadership development, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic tradition

Position Responsibilities
This role coordinates a marketing and communication strategy for the Office of Student Involvement, and specifically, the student organization functions. This role also helps the
Assistant/Associate Director implement a comprehensive approach to finances, organizational management, and leadership development for student organizations, and how we market and communicate those functions to our students. In conjunction with the Assistant/Associate Director, this role also helps oversee the training of student organization leaders.

A primary responsibility of this position is to advise a portfolio of student organizations with their event, financial and programmatic needs. This includes guiding student leaders through event approval processes, logistics and planning, and authorizing student organization expenditures. This position also works with other staff in OSI and the division of student affairs on marking materials, social networking, and the creation of print and digital pieces. This position coordinates with other graduate students and office staff to ensure a comprehensive and thoughtful strategy for our external communication. Additionally, this role works with the registration and recognition of student organizations, specifically the on-boarding of new student organizations and new student organization leaders. This position also supports the annual fall Student Involvement Fair.

This position supports the Boston College Dance Marathon program.

Primary Duties:
- Responsible for a comprehensive marketing and communication plan, and its implementation for print and digital resources
- Plan, implement and evaluate the annual fall Student Involvement Fair
- Oversee the registration and recognition of student organizations in conjunction with the student led Board of Student Organizations and the Assistant/Associate Director, including on-boarding of new student organizations
- Advise a portfolio of student organizations on event planning, event approval, crisis management, budget management, and departmental financial policies
- Develop policy, procedures and assessments to inform decisions around student organization formation and communication
- Conduct training to assist organizations with budgeting, financial management, programming, strategic planning and officer transition, as well as student organization leader training topics as assigned
- Serve as a walk-in advisor for a portfolio of student organizations
- Supervision exercised: Position supports supervision of four undergraduate program assistants in conjunction with the Assistant Director

General Office Responsibilities:
- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings.
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events
● Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas
● Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position
● Evening and weekend work may be required

**Key Competencies and Qualities:**
The successful candidate will demonstrate the following key competencies:
● Flexibility and a strong sense of initiative
● Excellent writing skills and attention to detail
● Strong communication and interpersonal skills
● Understanding of and a commitment to working with a diverse student population
● Ability to work independently and effectively on multiple tasks
● Willingness to be part of a team
Title: Graduate Assistant for Student Engagement, UGBC and Senior Week, plus O’Connell House Manager

Reporting to: Associate Director for Student Programs

Hours per week: Approximately 20-25 hours per week with evenings and some weekends. 20 hours per week are in-office scheduled hours. Additional 5 hours per week are duty hours in the O’Connell House.

This position is eligible for renewal for a second year pending satisfactory performance after first year. Candidates must be enrolled full-time in a Boston College master’s program (Higher Education Program, preferred) for both years.

Position start and end date: August 12, 2019 – December 20, 2019 and January 13, 2020 - May 17, 2020. August 12-16, 2019 will serve as the graduate assistant training week.

Remuneration: $20,500 stipend plus room and board stipend; $300 in professional development funds.

Note:
- This live-on position shares residency with other graduate students in the O’Connell House. Each graduate student has a private room, but shared bathrooms, kitchen space and laundry facilities.
- Stipend payment is divided across 8 payments (September, October, November, December, February, March, April, May). Board funds are loaded to student ID in August and January.

Objectives of Position
The graduate assistant position is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The position provides intense learning opportunities in key areas, including student engagement, advising, assessment, and program development. Through this position in the Office of Student Involvement, a student will be able to:

- Develop and show progress on personal and professional goals
- Demonstrate growth in key areas of responsibility within the job description
- Articulate the purpose of student affairs at Boston College and in a national context
- Describe the issues and challenges facing the field of student affairs
- Apply what is learned in the classroom to the GA position
- Seek out opportunities for professional development and networking
- Explore student engagement within a Jesuit Catholic tradition
**Position Responsibilities**

The primary responsibilities of this position are to assist in the advisement of the Undergraduate Government of Boston College (UGBC) and to oversee the Senior Week Program. This includes, but is not limited to, event planning, implementation and assessment, the advisement of student leaders and committees, financial oversight and management, and support for campus-wide initiatives.

In addition, this position serves as an O’Connell House manager. The O’Connell House serves to meet the needs of undergraduate students by providing a space with many services. The O’Connell House offers space for meetings and programs led by Boston College groups, and O’Connell House staff also provide programming and entertainment. O’Connell House serves as a home away from home where students can feel comfortable to study, socialize, and spend recreational time.

**Primary Duties:**

- Assist in the advisement of the senior week committee and senior event planning
- Assist in the advisement of UGBC student leadership
- Assist with the authorization of UGBC transfers and expenditures
- Advise a subset of UGBC committees on event planning, event approval, crisis management, budget management, and departmental financial policies
- Conduct training to assist organizations with budgeting, financial management, programming, strategic planning and officer transition
- Serve as a walk-in advisor for UGBC students and leaders
- Provide support and advisement to the Undergraduate Leadership Academy (ULA), attending weekly meetings, advising on curriculum, and assessing program goals and outcomes
- Attend weekly UGBC senate, leadership and department meetings as assigned
- Utilize multiple assessment methods to collect data that will lead to growth and positive change for members of the UGBC and the greater campus community
- Serve as on-call manager in O’Connell House 1 night per week and 2-3 weekend nights per month as well as attend weekly OCH staff meetings

**General Office Responsibilities:**

- Graduate Assistants participate in bi-weekly staff meetings in the Office of Student Involvement (Wednesday mornings) as well as monthly Student Affairs Division Meetings.
- Graduate Assistants assist and serve as event managers at signature programs and events sponsored by our office and/or student organizations, including but not limited to: Student Involvement Fair, Student Organization Day, Welcome Week, Senior Week, weekend and late-night events, and large scale student organization events
- Graduate Assistants assist with the development, evaluation, and enforcement of departmental policy, as well as the assessment of programs within their areas
- Additional opportunities for involvement in OSI activities and responsibilities may also exist outside the normal scope of the graduate assistantship position
- Evening and weekend work may be required
Key Competencies and Qualities:
The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative
- Excellent writing skills and attention to detail
- Strong communication and interpersonal skills
- Understanding of and a commitment to working with a diverse student population
- Ability to work independently and effectively on multiple tasks
- Willingness to be part of a team