Urban Outreach Initiatives Office
Graduate Assistant (GA) Open Position
2019-2020 College Bound Coordinator

What is Urban Outreach Initiatives?
The Office of Urban Outreach Initiatives (UOI), housed in BC's Lynch School of Education, was established in 2007. UOI functions to coordinate a wide variety of urban outreach initiatives and innovative partnerships with district, charter and Catholic schools and community organizations in the Boston area. In addition, UOI is also engaged in urban education research and practice efforts in the national and international realms. The office directs the activity of several key programs including College Bound Program, the Charles F. Donovan Urban Teaching Scholars’ Program, and the School-Community-University Outreach.

Department Overview

College Bound Program
College Bound is a year round pre-collegiate out of school time enrichment and support program offered to a diverse group of 50-60 students from several Boston Public High Schools. The mission of the College Bound Program is to provide youth with a viable and innovative pipeline to college and to a variety of career fields. The College Bound Program currently uses scientific inquiry to address social and environmental issues within students’ own urban communities, i.e. food justice, urban health and green energy. By having a ‘voice’ and becoming positive change agents in their schools and communities students become not only prepared for college, but also for their life beyond. An interdisciplinary team of faculty, college students, and school partners support the College Bound high school students to engage in participatory action research that has yielded for example a thriving leadership presence at our local farmers’ markets selling their hydroponic grown produce, a student installation of interactive touch foil screens at local restaurants, and the placement and data analysis of air quality eggs in keys areas of Boston. We also work with our high school students on the finite details of the college application and financial aid process, and provide a strong mentor network. Teaching from a culturally competent and social justice stance is weaved into all levels of our College Bound curriculum and programming.

Donovan Urban Teaching Scholars’ Program
The Donovan Urban Teaching Scholars program is an intensive one-year M.Ed. cohort model program in teacher preparation in the following programs of study; Early Childhood Education, Elementary Education, Secondary Education, Reading and Literacy and Special Needs Education. Each year the program recruits nationally for a diverse cohort of up to 30 graduate students, many of whom were educated in urban schools themselves, and aspire to give back to their communities in constructive and life long ways. The Donovan Urban Teaching Scholars Program builds on their specific programs of study with interactive urban education seminars, critical inquiry research, social justice education, and community building that are responsive to the academic and socio-cultural needs of urban youth and their families. The Donovan Scholars also have an active peer and alumni support network that allows for ongoing teacher leadership mentorship in succeeding years.

**School-Community-University Outreach**

Building on the foundation of Step UP, a citywide project established in 2006 that leverages key resources from select universities including Boston College to a network of Boston Public Schools, Urban Outreach continues to bring together faculty, administrators, staff and students across Boston College and from other local universities, schools and community agencies to collaborate and focus on areas such as, 1) increasing the pipeline of pre service teachers, counselors and principals focusing on diversity and inclusion, 2) providing targeted professional development for in-service educators, and 3) sharing a research agenda that brings value added to the universities while providing support and addressing problems of practice for BPS. Areas of concentration from the Lynch School have included; English Language Learners (ELL), Literacy Development, Leadership Coaching, STEM Interventions, Social Emotional Learning (SEL), and Early College Exploration for elementary and middle school students and families.

**Job Description**

1. **Graduate Assistant-College Bound Coordinator**

   **Urban Outreach Initiatives**

   **Essential Function:**
   The Graduate Assistant will 1) assists in coordinating all aspects of the College Bound student recruitment, enrollment process, retention efforts, 2) support the College Bound Curriculum Specialists, Instructors (BPS teachers and BC graduate students) and College Bound Mentors (BC undergraduate students) to ensure the health of a successful program; 3) assists in the day to day operations of the program office i.e. CB Saturday sessions & Student Summer Institute; 4) supports communication outreach and data management i.e. social media.

   **Key Responsibilities:**
   Assist in the recruitment of College Bound students (rising 7-10th graders) from our partner Boston Public Schools, scheduling and contacting students, updating the database of current and past College Bound students, participating in ongoing strategic planning and staff development, advising in the production of communication and outreach materials, i.e. phone calls, bulletin boards, website, newsletter, social networks etc... This GA position will also involve working
collaboratively with a diverse graduate and undergraduate team as well as with faculty and staff across departments, and assisting with the other Urban Outreach programs as assigned.

Qualifications
Skills and Experience Required:
- First year Higher Education Masters’ student, Lynch School of Education
- Successful experience working with diverse student populations in urban schools and/or communities
- Experience with college access programs, high school to college bridge programs and/or college advisement
- Excellent interpersonal, communications, organizational, time management and presentation skills and the ability to excel in a diverse team environment
- Ability to multi-task and to respond to difficult situations calmly and with credibility
- Willingness to work some evenings and weekends
- Proficiency with Windows or Mac operating systems and related office software

Skills and Experience Preferred:
- Access to a car
- Fluent in Spanish and/or Creole
- Knowledge of Google and Microsoft

Hours and Compensation
- One year position with second year option
- 20 hours per week September 1 - May 31, and 8 weeks during the summer
- Requires local travel to partner middle and high schools
- Requires work 2-3 Saturdays per month and some evenings
- Competitive monthly stipend and tuition remission