Boston College
Office of Graduate Student Life
Graduate Assistant/Community Development/Student Organizations

Title: Graduate Assistant

Hours: 20 hours per week with some possible evenings and weekends

Dates: Late August 2019-May 31, 2020

DEPARTMENTAL DESCRIPTION
The Office of Graduate Student Life (OGSL) provides a variety of programs and services designed to promote student success, foster a sense of community, and connect graduate and professional students to resources available at Boston College. The Office of Graduate Student life oversees and works closely with the Graduate Student Association (GSA), a student-run organization which serves graduate students in the College of Arts and Sciences, the Lynch School of Education, the Connell School of Nursing, the Graduate School of Social Work, the Carroll School of Management, and the School of Theology and Ministry. As members of the Office of Graduate Student Life staff, graduate assistants play a critical role in helping to meet the needs of students across all graduate and professional programs at Boston College through programming, outreach, research, and facility management.

POSITION DESCRIPTION
Manage graduate student organization processes, including new registrations and annual re-registrations. Outreach to graduate students to encourage interest in the development of student organizations. Advise all registered student organizations/governments in programming/financial activities. Serve as conduit for student organizations with university administrative processes.

CHARACTERISTIC DUTIES

Advising/Community Development/Programming
- Manage the student organization registration request process from request to approval by the GSA Senate
- Oversee communications to graduate community to encourage the development of student organizations
- Develop all training for all registered student organizations and GSA groups throughout the year with a focus on event planning, financial management and leadership development
- Serve as program advisor to all registered (non-GSA) student organizations and possibly some GSA organizations
- Co-coordinate Grads Give Back (Spring semester) with GSA Executive Board
- Co-Coordinate Grad Appreciation Week with GSA Executive Board
- Manage the application process for Graduate Mentor Program and liaison with Learning to Learn
- Provide support for other departmental major signature programs
- Attend the 2019 New Graduate and Professional Student Orientation program on August 22, 2019 and assist with the planning of the program for the 2020-21 school year (this includes an option to work on campus over the summer in between first and second year)
- Attend and assist with GPS Graduate Student Retreat program
- Participate in the ongoing assessment and evaluation of OGSL programs and services
- Assist with launch of Graduate Student Leadership Program
- Attend at least 1 International student lunches each semester
- Serves on Higher Ed annual graduate assistant hiring committee as OGSL representative

**Operations**
- Co-ordinate management of the Murray House (Murray Graduate Student Center) space reservation system
- Co-manage the Office of Graduate Student Life email account and calendar
- Assist in implementation in daily building operations of Murray House including, but not limited to, daily opening and investigating and reporting facilities issues
- Establish, maintain, and support a positive, healthy, and engaging communal environment in the Murray House

**Advising**
- Serve as program advisor to all registered graduate student organizations
- Serve as program advisor to the Graduate Pride Alliance, Graduate International Student Association and the Graduate Students of Color Association
- Assist in advising of the Graduate Student Association

**Administrative**
- Participate in weekly Office of Graduate Student Life staff meetings
- Attend OGSL staff retreat, trainings, special meetings and programs as needed
- Participate in bi-weekly meetings with supervisor
- Attend Division of Student Affairs meetings
- Support the goals and philosophies of the Office of Graduate Student Life
- Other duties as assigned

**Supervision Received**
The Graduate Assistant is supervised by the Office of Graduate Student Life professional staff

**Employment Criteria**
Applicant must be a currently enrolled Boston College graduate student (or be an incoming accepted student who will be enrolled by the position date) who is enrolled in the Higher Education Administration Program in the Lynch School of Education. Priority will be given to those who are enrolled in a multi-year program.
The graduate student selected for this position will also serve as a Resident Assistant or Graduate Staff Assistant in the residential areas, reporting to residence life staff for those particular job responsibilities. Refer to the RA and/or GSA job descriptions on the higher education website for more information.

The ideal candidate will be creative and energetic and possess the ability to work independently as well as collaboratively as a member of a larger team. We are seeking a candidate with the ability to exercise good judgment, manage a high volume of work, and meet overlapping deadlines. Candidates should be supportive of the Jesuit Catholic mission of Boston College. Candidates must possess excellent writing, oral communication, and interpersonal skills, and the ability to interact knowledgeably with students and professionals at all levels.

**Compensation**
$10,500 stipend, tuition remission for 5 courses per year/on campus housing as a Resident Assistant (RA) or Graduate Staff Assistant (GSA) with meal plan to be determined. Joint position with Residential Life.