Title: Student Engagement Graduate Assistant

Position: Student Life

Reports to: Dean of Student Affairs

FLSA: Name ____________________________ Date ________________

Salary Range: $5,000 plus semi-furnished apartment

Effective Date: August-May with potential to start on June 1 for additional compensation

POSITION SUMMARY

This position is responsible for growing the graduation rate of the College by fostering a dynamic, student-focused community through new student programming, leadership development opportunities, and on- and off-campus programming. This includes oversight of student organizations, student programming, new student orientation, and the campus center. This position plays the key role in creating a vibrant, co-curricular student experience that aids retention and student success in the functional areas of campus activities programs, residence life, orientation programs, and the student union.

POSITION SCOPE

Programming
- Host at least two (2) programs a month for the Pine Manor College community
- Coordinate large-scale Pine Manor College traditions, such as Stressbusters Week, GatorFest, and Senior Week.
- Assist in the strategic planning of campus-wide programming, in conjunction with multiple offices.
- Coordinate communication and marketing of Student Affairs programs, specifically in the Ashby Campus Center and through Guidebook.

Pine Manor College Ambassadors
- Co-coordinate the application and selection process of the Pine Manor College Ambassadors (PMCA) (Orientation Leaders, Resident Assistants, First-Year Success Mentors).
- Coordinate and implement comprehensive marketing for PMCA application.
- Organize group process and individual interviews in conjunction with Residence Life and Academic Affairs.
- Plan, in conjunction with campus partners, a comprehensive summer training schedule for PMCA

Crisis Response & Duty Rotation
- Participate in the on-call duty rotation for campus in responding to emergencies on evenings and weekends
- Follow Student Affairs emergency protocols and procedures to respond to crisis or emergency situations, which includes providing guidance to paraprofessional staff and students
- Provide appropriate post-crisis referrals and follow-up with students and staff

Departmental Support
- Serve as communicative liaison to community on programmatic and conduct topics, specifically to the Initiative for Student Success.
- Meet regularly for one-on-ones with supervisor
- Serve as an active and contributing member of the department. This includes staffing select major departmental and divisional programs such as Commencement and other major events outlined by supervisor
- Other duties as assigned by supervisor
**MINIMUM QUALIFICATIONS**
- Bachelor’s degree prior to start date
- Enrolled at least part-time in a Higher Education Student Affairs/College Student Development and Counseling or related graduate programs
- At least one year of experience working as part of a student activities or residence hall or another student affairs functional area
- Experience that demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of first generation college students
- Demonstrated commitment to social justice, equity, and inclusion

**PREFERRED QUALIFICATIONS**
- Possess assertive leadership skills and the ability to work in a team
- Possess effective communication skills in order to successfully approach people, mediate problem situations, and enforce policies
- Must be easily approachable, friendly, and able to establish rapport with residents
- Ability to use authority with discretion and exercise good judgment
- Must be able to maintain confidentiality of sensitive student information
- Effective community development and programming experience
- Crisis management experience
- Fluency in a second language particularly Spanish, Cape Verdean Creole, Haitian Creole, Vietnamese, Mandarin, or Cantonese

**TERM OF EMPLOYMENT**
This is a minimum twenty (20) hour per week, eight-month position, running from mid-August to mid-May. Start/end dates are flexible based on the graduate assistant’s schedule and needs of the department. Successful candidates will have the opportunity for renewal for an additional year; two-year commitments are preferred. Some evening and weekend work is required as schedule allows and in consultation with supervisor. Compensation includes on-campus housing, a meal plan, and a $5,000 stipend. Pine Manor College is located in Chestnut Hill, fifteen (15) minutes from Boston College.

**SPECIAL REQUIREMENTS**
Selected candidate will be subject to a Personal and Criminal background check prior to employment.