<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Graduate Assistant</th>
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<tbody>
<tr>
<td><strong>Reports to</strong></td>
<td>Manager, Yvonne McBarnett</td>
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<tr>
<td><strong>Salary Schedule</strong></td>
<td>Monthly- Four pay periods Fall (Sept, Oct, Nov &amp; Dec.) Four in the Spring(Feb, Mar, Apr, &amp; May (No January payment))</td>
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<tr>
<td><strong>Salary</strong></td>
<td>Stipend $20,000 with (18) credits Tuition Remission (Fall &amp; Spring)</td>
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**Job purpose**
Meet with undergraduate students to assess needs, advice, mentor and a lot of emphasis on outreach

- The Montserrat program aims to assist students at the highest level of financial need to actively participate in and experience a Jesuit education.

**Duties and responsibilities**

- Case management
- Individual student meetings
- Assessments
- Event management (ticket distribution)
- Event Planning
- Attend student events
- Mentor undergraduate students
- Website updating
- Other duties as assigned

**Qualifications**
Qualifications include:

- Minimum 1-2 years of experience working directly with undergraduate students
- Strong oral and written communication
- Microsoft word, Excel
- Flexibility to work with multiple projects at the same time
- Previous experience working with low-income families
- Strong familiarity with Jesuit college campus ministry and academic life

**Flexible work schedule**

**Position available June 1st**

- This position requires the person to work occasional evenings and weekends.
- This position requires two year commitment
- If interested please submit cover letter and resume to yvonne.mcbarnett@bc.edu