Overview of the Department
Graduate Programs & Engagement, housed within the Office of the Dean of Student Affairs, is committed to provide graduate students with support outside of the classroom and to enhance the graduate student experience. Graduate Programs & Engagement coordinates Graduate Student Orientation, assists students with finding involvement opportunities and provides assistance with searching for off-campus housing. Graduate Programs & Engagement is a dedicated office to help graduates students identify resources on campus which can make their graduate student experience one that is robust, engaging and meaningful. Graduate Programs & Engagement is comprised of one professional staff member, one administrative assistant, and one graduate assistant.

Graduate students in the Bentley University McCallum Graduate School of Business are enrolled in a wide range of programs that currently include 8 Master of Science programs and 3 MBA programs. There are approximately 1,200 graduate students that represent 60 different countries (about 46% of our graduate students are F-1 visa holding international students). At Bentley, we blend the breadth and technological strength of a large university with the values and student focus of a small college. All of our graduate students commute from the surrounding area with 40% of our graduate population are part-time students who are usually working in the Boston area.

Objectives of the Position
The purpose of this position is to provide oversight to the graduate student organizations at Bentley University and to provide a meaningful preparatory experience for a student enrolled in a higher education/student affairs Master’s program. These goals are accomplished through hands-on programming, advising, a supportive and learning-focused supervisory relationship, and opportunities to work alongside a team of full-time student affairs professionals. Opportunities to apply classroom learning, explore other functional areas, and network within Bentley’s student affairs community are intentionally integrated into this experience.

Description of Duties
Under the supervision of the Assistant Director of Graduate Programs & Engagement, the Graduate Assistant provides support to Bentley’s University’s Graduate Student Association and other graduate student organizations through program planning and implementation, direct advisement of graduate student organizations, development of graduate orientation programs, and other initiatives that promote Bentley Graduate School identity and community.

Job Responsibilities
- Advise and provide guidance of the Bentley Graduate Student Association who implement engagement opportunities and advocate for the needs of graduate students.
- Responsible for communicating graduate student organization policy, connecting with respective faculty/staff advisors, completing travel and liability processes for off-campus and risk events, processing contracts for organization programs, facilitating student leadership development, and promoting a strong connection between the organization members and Graduate Programs & Engagement.
- Manage the oversight of the graduate student activity fee budget that is disbursed to graduate student organizations.
- Provide direction for 11 graduate organizations with resources and tools to provide successful programs.
- Manage the graduate student lounge (Dandes Room) and develop programming opportunities to engage graduate students.
- Maintain and update the Graduate Student Life website.
- Assist in the implementation of Graduate Orientation which includes an online orientation and on-campus, in-person orientation.
• Assist and refer incoming graduate students with questions regarding transition especially for incoming students who will be arriving internationally.
• Participate in weekly meetings with Assistant Director to provide updates on progress of work.
• Participate in the ongoing assessment and evaluation of Graduate Programs & Engagement programs and services.
• Plan and execute Graduate Programs & Engagement programs and collaborative projects with campus partners.
• Complete other duties as assigned.

Qualifications
Successful candidates must be enrolled in a two-year Master’s program in higher education/student affairs administration or related field during time of employment and should have a passion for programming, advising, and student development.

Hours
This is a twenty hour per week, nine month position, running from mid-August to mid-May. Start/end dates for the Fall 2018 semester will be August 13-December 14, 2018; start/end dates for the Spring 2019 semester will be January 7-May 17, 2019. Start/end dates are flexible based on the Graduate Assistant’s schedule and needs of the department. Some evening and weekend work is required as schedule allows and in consultation with the Assistant Director.

Compensation
Compensation includes a stipend of $10,000 per academic year paid at an hourly rate of $13.89. The Graduate Assistant will also have the opportunity to participate in a variety of monthly on-campus professional development opportunities offered by the Division of Student Affairs. There are also opportunities for departmental financial support for conference attendance.

Location
Bentley University is located about 10 miles from Boston in Waltham, MA, and 6 miles from Boston College. Waltham is on the Fitchburg Commuter Rail Line, and campus is accessible by local bus. The Graduate Assistant would have access to the Bentley Harvard Shuttle, which runs regularly between campus and the Harvard Square stop on the T’s Red Line.