Formative Education – Graduate Assistantship

Graduate Assistantship: Formative Education / Provost Office

(Timeout, Parent Retreat and other projects as assigned)

Academic Year: 2019-2020

Primary Supervisor: Director, Initiatives for Formative Education

POSITION DESCRIPTION

The objective of this position is to support the programs for the Initiatives for Formative Education. This person will support the Timeout program, a weekend experience for alumni, parents and friends in the fall semester; a pilot retreat experience for parents in the spring semester; and other programs being developed through the Initiatives.

Timeout is a program created for alumni, parents and friends to give them a similar experience to what students experience through programs like Halftime (a vocational discernment retreat for sophomores and juniors). Timeout was piloted in April 2019 and will be offered again in November 2019. Approximately 30 participants will join speakers and facilitators to spend a weekend in conversation and reflection. This program focuses on the Three B’s – Be Attentive… Be Reflective… Be Loving.

The retreat experience for parents, which will be designed by a team of UMM colleagues, will be piloted in April 2020. It is expected that there will be approximately 30 participants, who join speakers and facilitators for a two-night program.

The planning and development of other programs being created under the Formative Education umbrella will be supported by this position.

POSITION RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Work with the internal team on communications of programs (descriptions, save-the-dates, invitations, FAQ sheets, testimonials, etc.)
- Partner with colleagues in Advancement to recruit program participants. Communicate with participants to answer questions via phone and email.
- Assist with all preplanning and execution of programs, including but not limited to: determining location, menus, AV and space needs; scheduling and attending meetings for retreat teams; creating agendas and minute-by-minute schedules; writing prompts for speakers; preparing materials for packets for participants; designing and assessing surveys.
- Assist in design of journals. Work with vendors to bid project. Order journals.
- Recommend and develop social media for programs.
- Manage logistics of each weekend and assist in hosting the weekend – organize and distribute supplies, liaise with staff, and serve as a resource and support for participants and leaders, as needed.
- Compile an end-of-year report on all major activities and tasks completed.
• Perform other duties and responsibilities as assigned and as relevant to the operation of the office and its programs. Some evening and weekend work required.

EMPLOYMENT TERMS

Start/End Dates: Monday, August 26, 2019 – Friday, May 8, 2020

Work Hours: The GA position requires a 20 hour/week commitment, outlined below:
• 20 hours per week (office hours) during the academic year evenly dispersed throughout 5 working days (Monday-Friday). These hours do not include retreats or weekend/evening programs. The GA is not expected to work the week following the retreat.
• During finals week, hours in the office can be shifted around based on finals schedules.
• If you choose to pick up an additional activity outside of this position, those responsibilities should not be included in the Formative Education hours and should not exceed 10 hours/week. This allows for the flexibility expected for this position.

Vacation:
• Holidays, Spring Break and Easter Break are designated by the academic calendar, including the time off over Christmas and New Year’s Day.
• Winter Break is also designated by the academic calendar and GAs will be expected to work until the last day of finals. GAs will be expected to return approximately 5 days prior to the undergraduates’ return to campus in January.
• Any vacation days lost due to a Formative Education program (i.e., retreat) that may fall during a break period should be discussed with your supervisor.

COMPENSATION

The GA compensation is a stipend of $21,000 for the academic year or $27,000 for the calendar year (paid monthly). Health insurance is not included in your compensation package.

Stipend: The Academic Year Pay covers the stipend for the nine month period from September through May, and is calculated at 9 months x $2333.33/per month for a total of $21,000. It should be noted, however, that this $21,000 is paid out in 8 monthly direct deposits of $2,625/month. These direct deposits occur in September, October, November, December, February, March, April and May. Summer work/compensation (June through August) is paid at $2333.33 per month.

QUALIFICATIONS

• Excellent communication and interpersonal skills; strong organizational and time-management skills; attention to detail; and the ability to work independently. Must possess a high level of maturity, integrity, and critical thinking skills.

OTHER EXPECTATIONS

• You will be expected to maintain professional and appropriate boundaries both on-campus and off-campus.
• For weekend programs, you will be expected to drive to the off-campus retreat venue (up to 1-2 hours away). Thus, it is important that you have a car available to you – for at least these weekends.
• All retreat and program dates for your program(s) are inflexible and mandatory to your position. It is an expectation that you will schedule other commitments around these dates. Absences will not be approved for family vacations, weddings, etc. These dates will be reviewed as soon as they are available, ideally at the time of contract signing.

TO APPLY
Please e-mail cover letter and resume to Margaret A. Laurence, Director, Initiatives for Formative Education to laurenmb@bc.edu.