Title: Graduate Assistant for BC BIGS - Mattapan

Reporting to: Assistant Director

Hours per week: Approximately 12 hours per week including 4.5 hours every other Saturday to oversee events.

This position is eligible for renewal for a second year pending satisfactory performance after first year.

Position start and end date: August 19, 2019 – December 20, 2019 and January 13, 2020 - May 17, 2020 (dates could be flexible if needed)

Remuneration: $6,000 stipend

Note:
- Assistantship starts in late August, with stipend payment divided across 8 payments (September, October, November, December, February, March, April, May).

Objectives of Position
Work in close collaboration with the assistant director of the VSLC to successfully oversee the BC BIGS-Mattapan program. BC BIGS is our partnership with Big Brothers Big Sisters of Massachusetts Bay (BBBSMB) and Big Sisters Association of Greater Boston (BSA) in which BC students serve as mentors to young people in Boston. BC pioneered “campus based programming,” a now region-wide initiative that targets communities where matches are difficult to make because of lack of public transit. In this instance, BC partners with the Mildred Ave Community Center in Mattapan to bring 24 little brothers and sisters to BC every other Saturday to meet with their “bigs.” The matches are able to enjoy everything the campus has to offer, in addition to participating in programming facilitated by student leaders at each outing. We strive to create a community of conversation among the Bigs on campus, creating programming, speakers and reflection outside of their one-on-one mentoring.

Position Responsibilities
1. Provide leadership and coordination for all aspects of the BC BIGS: Mattapan on-campus program.
   a. Work with the director & assistant director of the VSLC in articulating and carrying out the mission of BC BIGS for all big brothers and big sisters serving in the Mattapan program.
b. Work closely with the student leadership team that oversees the programing for our Saturday events.
c. Work closely with designated staff of Big Brothers Big Sisters of MA Bay (BBBSMB) and Big Sisters Association of Greater Boston (BSA) to ensure successful event logistics and match support.
d. Work closely with the Mildred Ave community center, community members in Mattapan, and help to strengthen our partnership with the community.
e. Must be available to oversee Mattapan events on-campus every other Saturday, 10:00-2:30pm.
f. Meet regularly with student leaders to provide support, reflection and ongoing guidance on building community and leadership skills.
g. Lead monthly “family group” reflection meetings for Mattapan Bigs that would address match support issues, mentoring strategies, and connections to larger social justice issues.

General Office Responsibilities:
   a. Greeting of visitors, answering the phone, advising walk-in students.
   b. Become knowledgeable about how department works and how to advise visitors.
   c. Assist the director or assistant director with projects, as needed.

Qualifications
The successful candidate will be passionate about mentorship, student leadership development, community partnerships and program management. The successful candidate will be a flexible, creative, self-starter with an attention to detail and the ability to balance assignments with unexpected interruptions that require consideration. Candidate should be organized, efficient, and able to manage time well.

Schedule
- Student will run on-campus events, which occur roughly every other Saturday, roughly 10:00-2:30 (schedule available upon request)
- One hour/week will be meeting with student leaders (schedule dependent)
- One hour/week check-in with Assistant Director
- Bi-weekly phone call with colleagues at BBBSMB/BSA
- Monthly meeting with all Mattapan Bigs (schedule dependent)
- Remaining hours will be in office, M-F, between 9am and 5pm, working around student class schedule
- Occasional trainings and speakers