Dear Prospective Employee

Thank you for your interest in the Office of Student-Athlete Academic Services (SAAS) at Boston College (BC).

SAAS supports the BC academic community and the Athletics Department in our mission to pursue student-athlete excellence, student-athlete formation, and a just society by remaining committed to integrity, ethics, and honesty. We provide comprehensive academic support services to meet the educational, personal, and career-development needs of all BC student-athletes. Consistent with the Jesuit ideal of cura personalis, we will take a holistic approach to academic services and student-athlete formation, seeking to provide each student-athlete with the opportunity to excel at BC and in life beyond the Heights.

As a result, we depend upon highly competent, skilled and diverse part-time employees to support our efforts. BC student-athletes are among the nation’s best and brightest. Nonetheless, competing in the Atlantic Coast Conference and Hockey East while attending one of the nation’s most prestigious academic institutions is challenging even for the most intelligent and motivated student. SAAS is currently recruiting to fill staff needs in several part-time employee categories.

In general, applicants must possess more than just proficiency of course material. Applicants must also demonstrate effective communication, organization/time management, goal-setting, and problem-solving skills. To work for SAAS, qualified applicants must complete training to ensure understanding and willingness to comply with applicable BC, NCAA, ACC, and SAAS policies, procedures, and guidelines. Additional training and meetings are also required.

Please review the enclosed information thoroughly to determine if you are interested in applying. To apply, please complete the application form and return all required documentation to the Office Administrator, Anna Cersani via email at pacellaa@bc.edu or in person at 400 Yawkey Athletic Center.

Please note that submission of an application does not guarantee employment.

Sincerely,

Michael Harris
Director
Student-Athlete Academic Services
617-552-8533
**Academic Mentor**

Academic Mentors (AM’s) aid in the development of critical aspects of learning and academic success by serving as motivator, facilitator and process tutor for student-athletes. Responsibilities include assisting in the development and implementation of short and long-term goals, time management, academic skills and study strategies. AM’s will be assigned one-on-one and group appointments.

AM’s must possess strong organizational skills, interpersonal communication skills, attention to detail and the ability to work in a fast-paced environment. During scheduled appointments, AM’s must be able to deal with transitional periods and established commitments while working alongside other part-time employees. AM’s must have the ability to work with students that have learning differences or other unique academic challenges.

**Qualifications**
- Applicant must have a BA or BS
- Boston College graduates and/or current BC graduate student preferred
- Highly recommended juniors & seniors may also be considered

**Requirements**
- Available for a minimum of 6 hours over at least two days/ Nights
- Capable of working nights and weekends and attending monthly tutor training
- Ability to work with a diverse population of students
- Maintain student-athlete confidentiality except when discussing with designated SAAS personnel
- Demonstrate understanding and adherence of specific principles and standards of ethical conduct

**Compensation**
$13 – $20/hr.
Content Tutors (CT)

Content Tutors facilitate the learning process through content-based knowledge, study strategies, and time management. CT’s provide academic assistance that encourages student-athletes to become independent learners by supporting their academic needs while maximizing their time and productivity. Tutors may work with students individually or in groups.

Qualifications:

- Junior, senior, or graduate student with a cumulative GPA of 3.00 or higher.
- Earned at least an A- in the course, or taught the course at BC or another institution.
- Demonstrate both competency, patience and professionalism.

Requirements

- Available for a minimum of 4 hours over at least two days/niights
- Capable of working nights and weekends and attending monthly tutor training
- Ability to work with a diverse population of students
- Maintain student-athlete confidentiality except when discussing with designated SAAS personnel
- Demonstrate understanding and adherence of specific principles and standards of ethical conduct

Compensation

$12 – $20/hr.
Writing Specialist
Writing Specialists (WS) assist with the development of academic writing skills, assignment/prompt clarification, and research skills with student-athletes during scheduled and/or walk-in appointments. WS focus on the writing process and assist in brainstorming, outlining, and reviewing drafts. WS are required to participate in the English Department/CFLC training.

WS must possess strong organizational, interpersonal, and communication skills, possess an attention to detail and a strong sense of integrity. During scheduled appointments, WS must be able to deal with transitional periods and other established commitments while working alongside other part-time employees. WS must have the ability to work with students that have learning differences or other unique academic challenges.

Qualifications
- Applicant must have a BA or BS
- Boston College graduates and/or current BC graduate student preferred

Requirements
- Available for a minimum of 6 hours over at least two days/nights
- Capable of working nights and weekends and attending monthly training
- Ability to work with a diverse population of students
- Demonstrate understanding and adherence of specific principles and standards of ethical conduct

Compensation
$15 – $20/hr.

Contact
Ashley Grigsby
617-552 – 0616
grigsbya@bc.edu

Michael Harris
617-552-8669
harrisvs@bc.edu
Study Monitors
Study Monitors (SM) provide primary supervision of the SAAS study center by monitoring student-athlete attendance and assisting student-athletes with appropriately logging their hours. SM facilitate SAAS Academic Center operations by opening, closing, and securing the Academic Center while maintaining an environment conducive to earning.

Qualifications
- Bachelor’s Degree
- Current BC graduate student or recent BC graduate preferred

Requirements
- Demonstrate strong communication and problem-solving skills
- Capable of working nights and weekends and attending monthly training
- Ability to work with a diverse population of students
- Maintain student-athlete confidentiality except when discussing with designated SAAS personnel
- Demonstrate understanding and adherence of specific principles and standards of ethical conduct

Compensation
$12 - $15/hr.

Contact
Lee Metzger
617-552-0617
Lee.metzger@bc.edu
EMPLEYMENT APPLICATION

Name ____________________________________________

Last  First  Middle Initial

Date: _____________________

Email Address_________________________  Phone Number: _______________________

Local Address________________________________________

Permanent Address ____________________________________________

Which position are you applying for? (please circle)  Academic Mentor  Content Tutor  Study Monitor  Writing Specialist

Are you currently enrolled at BC?  YES  NO

If yes, then please provide Eagle ID & Username: __________________________________________

Classification:  Freshman  Sophomore  Junior  Senior  Graduate  Graduate

Major/Program of Study_________________________  Cumulative GPA____  Major GPA____

Are you currently assigned work study for the academic year?  YES  NO

Are you currently working for another campus department?  YES  NO

If YES, please list your primary department: ____________________________

and your number of hours per week:_______

If you circled the Content Tutor Position, list all subject areas that you are most comfortable tutoring in order of preference, please.

1____________________  2____________________  3____________________

4____________________  5____________________  6____________________

Do you have previous tutoring experience?  YES  NO

Please list Location & Duration __________________________________________

Please list the names, addresses, and telephone numbers of two references who are familiar with your abilities and can speak on your behalf.

Name________________________________________  Title__________________________

Address____________________________________  Telephone____________________

Name________________________________________  Title__________________________

Address____________________________________  Telephone____________________

Please use the other side to make additional comments that you would like us to know about your skills or abilities.
# Employee Availability Sheet

**Name:**

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**Subjects:**

**Maximum Hours Per Week:**

**Cell Phone:**

**Email:**