2019-2020 LeaderShape Institute On-Site Coordinator

Position Description & Commitment

Objective:
To assist the Program Coordinator in planning, recruitment, and execution of the LeaderShape Institute and “Day 7” programming.

Time Commitment (Position Duration: February 2019 – March 2020):
Spring 2019 – 5 Hours/Week (~ 10 weeks)
Fall 2019 – 10-12 Hours/Week (~ 13 weeks)
January 2020 – Full week of the LeaderShape Institute (01/05/20 – 01/11/20)

Remuneration: $12.00/hour (40 hours of payment for the week of the LeaderShape Institute)

Characteristics, Duties and Responsibilities:
Spring 2019
- Begin recruiting and accepting students for the LeaderShape Institute in February 2019
- Follow up with participants who applied for the 2019 session but were waitlisted or did not attend
- Plan at least one ‘Day 7’ event for alumni of the Boston College LeaderShape Institute
- Engage with Boston College LeaderShape Institute alumni (i.e. on Facebook, reaching out to family clusters, etc.)
- Develop new marketing materials for the 2020 LeaderShape Institute (i.e. flyers, posters, social media, etc.)
- Manage BC LeaderShape social media accounts, posting at least 2 -3 times a week on Instagram and at least 2 times a week on Facebook

Fall 2019
- Recruit first year students and communicate with potential student participants and cluster facilitators (may include speaking to classes, tabling, Student Involvement Fair, one-on-one meetings, etc.)
- Select participants for the 2020 LeaderShape Institute and create a waitlist
- Plan and execute a Participant Orientation and a Cluster Facilitator Orientation
- Plan at least one social event for Boston College LeaderShape Institute alumni
- Organize logistics for the 2020 LeaderShape Institute (i.e. small group & housing assignments, food, transportation, supply orders, etc.)
- Continue to manage the BC LeaderShape social media accounts, posting at least 2 - 3 times a week on Instagram and at least 2 times a week on Facebook

January 2020
- Assist Program Coordinator and Co-Lead Facilitators
- Coordinate daily set-up at the retreat center
- Facilitate activities for participants
- Assist in selection and transition of the 2020 - 2021 On-Site Coordinator

Supervision Received
Supervision is received from the Assistant Director for Leadership Development and the Graduate Assistant for Leadership Development in the Office of Student Involvement.
The successful candidate will be a current first-year, sophomore, or junior student who demonstrates:

- Desire to learn and grow in their own leadership abilities
- Excellent communication and customer service skills
- Strong organizational skills
- Sound judgment and decision-making
- Able to work both independently and as part of a team
- Previous marketing or publicity experience preferred
- Proficiency with Adobe Photoshop, Canva, or another design software preferred

*Past participation in a Boston College LeaderShape Institute strongly preferred*

**NOTE:** Applicants must have and maintain a 3.0 GPA and be in good standing with the University.

To Apply:
- Complete and submit this application by January 30, 2019
- Provide a copy of your resume
- Please have one reference send a letter or email of recommendation to Kat Waxstein at waxstein@bc.edu (Note: Your recommendation can be provided by your Cluster Facilitator)
- You will receive an email notification from Kat Waxstein on Friday, February 1, 2019 informing you of whether or not you have been selected to advance to the interview portion of the hiring process. Interviews will take place during the week of February 4, 2019.