Title of Position: Student Coordinator, Emerging Leader Program

Reports to: Assistant Director for Leadership Development

Hours Per Week: 12 (beginning August 18, 2019)

Remuneration: $12.00/hour

Objectives of Position:
The student coordinator position is designed to provide an upperclassman student leader an impactful leadership experience. The position provides intense learning opportunities in key areas, including leadership development, advising, assessment, and program development. Through the student coordinator position, a student will be able to:

- Better understand leadership theories and their application with college students, specifically utilizing the Social Change Model
- Develop and show progress on personal and professional goals

General Position Responsibilities:
- Work closely with the Assistant Director and Graduate Assistant to recruit and select a diverse incoming class of first-year participants
- Assist in planning and executing weekly ELP meetings (including ELP facilitator meetings), communicating with and introducing guest speakers, and organizing the logistics and technology needs for each session
- Provide support, guidance, mentorship, and leadership development opportunities to 10 ELP facilitators throughout the year, including during facilitator training, 1:1 meetings (as needed), and in preparation for facilitator-planned sessions or events
- Produce and distribute weekly informational emails to all ELP participants and facilitators
- Utilize multiple assessment methods to collect data that will lead to positive growth for ELP
- Other tasks as required

Qualifications: A Boston College undergraduate student who has a GPA of 3.0 or above and is in good disciplinary standing with the University. Having served as an ELP facilitator is preferred, but not required.

Key Competencies and Qualities:
The successful candidate will demonstrate the following key competencies:

- Flexibility and a strong sense of initiative
- Excellent writing skills and attention to detail
- Strong communication and interpersonal skills
- Understanding of and an interest in working with a diverse student population
- Ability to work independently and effectively on multiple tasks
- Willingness to be part of a team

Contact Information:

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