

Job Summary: Boler Professional Development (BPD) Program Graduate Assistant

The primary duties of this position involve day-to-day management and execution of the Boler Professional Development (BPD) program curriculum and events. The position's primary responsibility is to ensure Boler students meet their BPD graduation requirements and have superior professional skills upon graduation. This position is a full-time (20 hours per week) graduate assistantship and reports to the Boler Professional Development Program Manager.

Duties and Responsibilities

1. Grading on Suitable

- Evaluate student assignments in student engagement platform, Suitable, including reflections, LinkedIn profiles, and other activities.

2. Event Planning

- Coordinate with internal and external vendors for event catering
- Create and distribute student name tags for events
- Promote events electronically through social media, email, and Handshake
- Create event mapping and signage
- Check in students and employers during events utilizing exceptional customer service
- Purchase supplies for event with department purchasing card

3. Employer Visit Days, Boler Partner Days, and Speaking Events

- Create registration portal in Handshake
- Send out reminders of upcoming events in Suitable
- Collaborate with John Carroll University Transportation to schedule transportation for company visits
- Connect with employers and provide customer service during day of event

4. Mock Interviews

- Coordinate virtual interviews between students and employer volunteers with spreadsheets and Google Appointments
- Distribute mock interview instructions to employer volunteers and students
- Troubleshoot any technical issues

5. Marketing and Social Media

- Collaborate with Marketing Intern by creating fliers for events, reminders, and other BPD related items
- Create social media content including Instagram and TikTok posts

- Schedule social media posts through Hootsuite

6. Interaction with BPD Students

- Answer any questions students may have virtually or in person
- Teach BPD workshops as needed

7. Miscellaneous

- Count inventory of supplies and promotional items
- Perform other duties as assigned

Required Qualifications

- Bachelor's degree in Business or related field
- Demonstrated ability to work effectively with college students
- Demonstrated ability to work independently and on a team
- Excellent writing skills and project follow-through ability
- Strong Microsoft Office skills
- Interest in understanding and supporting John Carroll's mission to inspire individuals to excel in learning, leadership, and service in the region and in the world
- Admission to a JCU graduate program
- GA must maintain a term GPA of 3.0 while in the position and hold no active academic probations
- Must maintain full time graduate student status

Preferred Qualifications

- Proficient social media management

Working Hours and Conditions

This position works in-person from our campus in University Heights, Ohio. University core business hours are generally 8:30 am – 5:00 pm. However this position will require work to be performed outside of normal business hours.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other office locations and to verbally communicate to exchange information.

Contact Information

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