



Assistant, Jack Shields '79, P'06 Center for Innovation

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

Summary

The Shields Center for Innovation develops action-oriented problem-solvers who understand self, others, and context; explore industries, technologies, and opportunity areas; connect with local and global innovation ecosystems; and practice innovation. We partner with students, teachers, and our community so each student can build their innovation mindset and entrepreneurial self-efficacy.

The Assistant, as a key team member, will help operationalize Center programming, including but not limited to guest speaking events, summits, workshops, student projects, innovation challenges, innovation education convenings, innovation days, and school vacation programs.

Responsibilities

- Coordinate events and programs during and beyond the school day.
- Book campus spaces and coordinate associated room and technology setup.
- Place catering orders for student programs during mealtimes.
- Procure program materials.
- Manage event registration process, participation tracking, and follow-up.
- Keep track of people, organizations, and topics of interest shared by students and teachers.
- Collect data for Shields Advisor Volunteers resource portal.
- Research prospective individuals and organizations to engage for student-facing programming.
- Other duties as necessary.

Qualifications

- Self-motivated individual with desire to make an impact on students.
- Curious, creative, and driven person who will think outside the box.
- Eager to practice and model innovation (problem-solving, experimenting, being companions to those we serve, iterating, etc.) as we encourage students to do the same.
- Comfortable working with students and teachers, meeting them where they are, and putting students at the center of all work.
- Detail-oriented, prompt, and self-disciplined.
- Eager to learn more about secondary education, innovation, and self.
- Belief in the value of a Jesuit education and the capacity to articulate those beliefs to all constituent groups.
- Enthusiasm, energy, and a desire to work with students and families.
- Commitment to culturally responsive practices.
- Bachelor's degree.

Schedule:

6-12 hours per week in person as needed, late August to early June