Howard Thurman Center for Common Ground
Graduate Assistantships

Graduate Assistant for Programming
The graduate assistant (GA) for programming will work with all the professional staff to create, market and facilitate weekly programs, special events and large-scale functions in line with the Howard Thurman Center’s mission. The graduate assistant will work on special art programs related to the HTC’s mission. The graduate assistant must be proactive, detail-oriented, able to multitask and facilitate some group dialogue. Time commitment: maximum 15 hours/week.

Qualifications:
- Must be a full-time graduate student at Boston University
- Must have some night time and weekend availability
- Must have the ability to work independently
- Must have the ability to facilitate programs
- Must have some event planning experience

Position expectations:
- Assist the HTC with weekly programming and special events
- Assist the HTC with program and event space reservation requests
- Provide advising and mentorship to student cultural groups
- Assist the HTC with the selection and installation of art galleries and projects
- Assist with the planning and execution of the HTC’s annual retreat

To apply, please complete the HTC Graduate Assistants Form on the HTC’s website. You can learn more about the Howard Thurman Center at www.bu.edu/htc.

Graduate Assistant for Marketing and Communications
The graduate assistant for marketing and communications will work with the Assistant Director for Marketing and Communications on both graphic design and marketing tasks. At the direction of the Assistant Director for Marketing and Communications, this person will be responsible for creating promotional materials, web-based campaigns, website copy, videos and print publications on a regular basis to strengthen the quality of the Howard Thurman Center’s outreach and programs. The graduate assistant must be skilled in Photoshop, InDesign, WordPress, and video editing software, in addition to familiarity with Facebook, twitter and Instagram. A portfolio is highly suggested for consideration. Time commitment: maximum 15 hours/week.

Qualifications:
- Must be a full-time graduate student at Boston University
- Must have the ability to work independently
- Must have marketing, designing and experience
- Must have experience working with online platforms

Position expectations:
- Manage social media platforms (Facebook, Twitter and Instagram), this is included but not limited to: posting, tracking trends, creating thematic campaigns connected to HTC programming and Thurman
- Assist the HTC with programs involving media and content creation such as graphic designing for programs, social media campaigns
- Assist the HTC with website management such as: website copy, image selection and editing
• Assist the Assistant Director with the creation of internal communications

To apply, please complete the HTC Graduate Assistants Form on the HTC’s website. You can learn more about the Howard Thurman Center at [www.bu.edu/htc](http://www.bu.edu/htc).

**Graduate Assistant for Thurman Center Networks**

The graduate assistant for Thurman Center Networks will collaborate closely with the Assistant Director for Thurman Center Networks to develop, implement, and maintain the HTC Student Ambassador program, a cohort-based program exploring the philosophies of Howard Thurman. The graduate assistant will help the Assistant Director strengthen ties to undergraduate, graduate and professional students to spread a common ground ethos across Boston University. This person will be responsible for helping the Assistant Director facilitate programs and workshops on activism, leadership and ethics based on Howard Thurman’s philosophy and scholarship. Time commitment: maximum 15 hours/week.

To apply, please complete the HTC Graduate Assistants Form on the HTC’s website. You can learn more about the Howard Thurman Center at [www.bu.edu/htc](http://www.bu.edu/htc).

**Qualifications:**
- Must be a full-time graduate student at Boston University
- Must have some night time and weekend availability
- Must have the ability to work independently
- Must have the ability to facilitate programs and dialogue
- Must have some leadership experience

**Position expectations:**
- Assist the HTC with trainings and workshops on ethical leadership and activism through a Thurman framework
- Assist the Assistant Director for Thurman Center Networks with the oversight of HTC Student Ambassadors
- Assist the HTC in maintaining an effort to center the Thurman’s Common Ground ethos across the campus
- Read and research Howard Thurman and associated works
- Provide formal and informal mentoring to BU students