



Graduate Assistant, Strategic Partnerships & Community Engagement (SPACE) Office

Boston University Wheelock College of Education & Human Development

20 hours/week

Duration: May/June 2026 – January 2027 (possibility to stay on during the spring semester)

Overview

The BU Wheelock Office of Strategic Partnerships & Community Engagement (SPACE) seeks a highly motivated and organized Graduate Assistant to support the office's community-engaged work during a staff maternity leave coverage period through January 2027, with the possibility of extension into Spring 2027.

This role offers a unique opportunity to gain hands-on experience in community engagement, partnership development, program coordination, communications, and research-to-practice initiatives within a dynamic higher education setting. It is ideal for a graduate student interested in youth development, college and career pathways, and community-engaged scholarship.

Working closely with SPACE leadership, the Graduate Assistant will support initiatives that connect Boston University with Boston Public Schools (BPS) and community-based organizations, strengthening partnerships that advance BU Wheelock's mission: *"in the heart of the City, in service of the City."*

Key Responsibilities (20 hrs/ week)

Community Engagement, Communications & Operations Support

- Support day-to-day operations of the SPACE Office
 - Assist SPACE leadership with priority initiatives and cross-functional projects
 - Manage the Boston Public Schools Research Internship Program (Summer 2026, details below)
 - Maintain organization across multiple workstreams and timelines
 - Manage the SPACE Office inbox, responding to and triaging inquiries from community partners
 - Coordinate meetings, follow-ups, and ongoing communication with external partners
 - Support implementation of the SPACE Office communications strategy in collaboration with a communications consultant
 - Edit newsletters, partner updates, and external communications (including Substack)
 - Support marketing and logistics for the BU Wheelock Global Language & Culture January program in Vichy, France
 - Support planning and execution of convenings, meetings, and events, including the annual SPACE Office Partnership Celebration Event
 - Support Development and Implementation of the Boston Youth Research Advisory Council Program (details below)
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Boston Public Schools Research Internship Program (Summer 2026)

- Serve as the primary point of contact for Boston Public Schools high school interns, providing mentorship, managing communications, and ensuring a well-organized, engaging experience from start to finish
 - Lead twice-weekly in-person student check-ins (Mondays and Thursdays)
 - Coordinate communication between students, faculty, and our partner the Boston Private Industry Council (PIC)
 - Track attendance, scheduling, and day-to-day program logistics
 - Manage student payroll documents with the Boston PIC
 - Support coordination across faculty-led research projects
 - Assist in troubleshooting issues and ensuring a high-quality student experience
 - Lead planning and execution of the end-of-program celebration
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BYRAC Academic Year Focus (Fall 2026 – January 2027)

- Support outreach to faculty, postdoctoral scholars, and doctoral researchers to promote participation in the Summer 2027 SPACE Office Internship Program: The Boston Youth Research Advisory Council (BYRAC)
 - Assist in developing and disseminating materials to support integration of youth into research and grant proposals
 - Coordinate information sessions, meetings, and follow-ups with interested researchers
 - Track faculty engagement and project commitments for Summer 2027 planning
 - Support communications highlighting the value of youth engagement in research and grant development
 - Assist in building program infrastructure, workflows, and timelines for BYRAC implementation
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Qualifications

- Current Boston University graduate student
 - Strong interest in community engagement, education, youth development, or related fields
 - Excellent organizational, communication, and interpersonal skills
 - Strong interest in working with Boston Public Schools high school students
 - Ability to manage multiple priorities and work independently
 - Experience working with youth or in educational settings preferred
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Preferred Attributes

- Flexible, responsive, and proactive
 - Highly organized with strong attention to detail
 - Self-starter comfortable managing ambiguity
 - Passion for equity in education and human development
 - Interest in community-engaged work in higher education
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Commitment & Logistics

- **Duration:** May/June 2026 – January 2027 (with possible extension into Spring 2027)
- **Hours:** 20 hours/week during academic year and summer

- **Summer Schedule:** Monday–Thursday (in-person Mondays & Thursdays required for student-facing programming)
 - Approximately 10 hours/week dedicated to Summer 2026 internship program coordination (June–August)
 - **Academic Year Schedule:** Flexible schedule aligned with office needs and meetings (may include occasional in-person events and convenings)
 - **Additional Notes:**
 - Summer hours include program coordination, student mentorship, faculty liaison work, and event planning
 - Academic year hours include communications, partnership support, and BYRAC pipeline development for Summer 2027
 - Role requires flexibility during peak program periods (summer implementation and event cycles)
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Why This Role?

This position offers the opportunity to:

- Gain hands-on experience in community engagement, communications, and partnership development
- Build strong relationships with high school students and learn more about BPS communities
- Engage with community-centered research practices and help faculty integrate youth voice into their projects
- Help scale an innovative model (BYRAC) that integrates youth voice into faculty research
- Build program management and stakeholder coordination skills
- Contribute to initiatives that connect research, policy, and practice in Boston