



Intern, 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.

The Shields Center for Innovation believes each student can build their innovation mindset and entrepreneurial self-efficacy. We create the conditions that form action-oriented problem-solvers who understand self, others, and context. Through partnerships with our local and global innovation ecosystems and communities, students engage with real-world, real-time challenges. As students identify opportunities, experiment, reflect, and iterate with those they are serving, they recognize their own agency to make an impact.

SPECIFIC RESPONSIBILITIES

The Intern, as a key team member, will support the planning, execution, and documentation of Center programs/initiatives. They will work closely with students, BC High's Centers of Human Excellence, faculty, alumni, and volunteers.

- Track and document student participation, programs/initiatives, and community engagement.
- Support event logistics for program sessions, workshops, and summits.
- Identify potential volunteers for student programs and coordinate their engagement.
- Update information on Canvas, Airtable, and other platforms.
- Organize programs for alumni and students to meet one another based on industry interest.
- Keep track of people, organizations, and topics of interest submitted by students and teachers.
- Collect data for Shields Advisors resource portal.
- Codify programs through maintaining write-ups of each program for future use, documenting best practices, and identifying opportunities for improvements in future programming.
- Other duties as necessary

SELECTION CRITERIA

- 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 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.

SCHEDULE: 10-15 hours per week in-person