(2) Summer Job Postings for Undergraduate Administrative Assistant

TO APPLY: SEND RESUME AND COVER LETTER TO BOWMANCENTER@BC.EDU
APPLICATION DEADLINE: MARCH 18TH BY NOON

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Thea Bowman AHANA and Intercultural Center
BC STUDENT AFFAIRS
**Job Title:** Undergraduate Student Administrative Assistant (Summer 2016)  
**Hours per Week:** 20  
**Housing Provided:** Yes

**Duties and Responsibilities:**
- Update office Twitter, Facebook, Instagram, and MyBC (check-in process)
- Answer telephone in a courteous manner and willing to assist various people while multitasking
- Set appointments for students to meet with office staff
- Take voice messages
- Type and file documents as needed
- Assist students, faculty, staff, administrators and others visiting the office by responding to questions and concerns in a courteous and timely manner
- Maintaining front desk, reception and lounge area cleaned and stocked
- Provide input on programs and recruit peers to attend events and/or participate in meeting
- Assist and provide feedback on marketing materials for the office
- Will be asked to write articles related to social justice issues, current events and interview students and staff on various issues
- Attend mandatory monthly meetings

**Minimum Requirements:**
- Proficient in Word, Excel, Powerpoint
- Extensive working knowledge of social media
- Must have excellent customer service skills
- Ability to communicate and interact with diverse populations effectively, both verbal and written
- Strong organizational skills
- Excellent writer
- Detail-oriented
- Adobe, Photoshop, Canva, graphic design experience a plus

**Reporting:** The Undergraduate Student Administrative Assistant reports directly to the Administrative Assistant. During Administrative Assistant leave, undergraduate student employees report to Temp