**Department:** Office of International Programs

**Location:** Hovey House

**Position:** Graduate Assistant - Outreach

**Compensation:** $14 per hour, 10 hours per week

**Description:**
The Office of International Programs (OIP) is looking to hire a graduate assistant to work closely with the Program & Outreach Manager to promote study abroad opportunities to students traditionally underrepresented in study abroad due to race, ethnic or national origin, gender, gender identity, sexual orientation or social status.

**Position Responsibilities:**
- Assist in planning and executing outreach activities and events.
- Conduct pop-in advising hours at various locations around campus with a focus on places and offices frequented by underrepresented students.
- Develop relationships with student organizations to increase OIP outreach to diverse student groups.
- Create study abroad resources for underrepresented student groups.
- Work on other projects as assigned.

**Qualifications**
The ideal candidate will have an understanding of BC student culture and will be able to present himself/herself professionally when working with students and administrators on campus. Should have a demonstrated interest in or experience working on diversity initiatives and programming in higher education. Ability to work independently is essential. Previous marketing experience preferred. OIP encourages a diverse pool of candidates. Must be able to work some evenings.

To apply: Please send cover letter and resume to Mireille McLaughlin: fortieme@bc.edu

No phone inquiries please.