Graduate Assistantship

**Position:** Scholarships Advisor/Montserrat Office Liaison  
**Hours per week:** 15  
**Position start/end date:** Spring 2017  
**Compensation:** $14/hour, possible tuition options

**Description/Responsibilities:**

The Office of International Programs (OIP) is looking to hire a student enrolled in any full-time graduate program at Boston College to serve as Scholarships Advisor and OIP-Montserrat Office Liaison.

This position provides specialized support in the study abroad advising process for Montserrat students, a partner campus program which aims to assist students at the highest level of financial need to actively participate in and experience a Jesuit education, including an international experience.

The position offers an opportunity for a graduate student to gain professional-level experience in higher education administration. The graduate assistant works closely with students to empower them to consider and succeed in study abroad by providing specialized support with program selection, financial planning, need and merit-based scholarship opportunities.

S/he will play an important role in the administration of university-based and national scholarship and grant competitions at OIP, such as the McGillycuddy-Logue, Benjamin Gilman, Freeman-Asia, FEA and NSEP Boren awards, among other programs. Additional responsibilities will include: student outreach and recruitment, event planning, research and editing materials for the web, data reporting, and other projects as assigned.

The approximate allocation of time between projects will be as follows: 10 hours in working with Montserrat students and other students seeking scholarships information and 5 hours dedicated to fellowships projects at OIP. The position will be primarily based at OIP's Hovey House with occasional assignments at the Montserrat Office and on campus for special events.
Qualifications:

The ideal candidate will be energetic, enthusiastic and possess the ability to work independently and innovatively to meet the needs of students. Candidates must demonstrate a commitment to diversity and understanding of the intersectionality of factors which affect student success, particularly for students of high financial need. The successful candidate will have an understanding of the student culture of Boston College.

Candidates must possess excellent writing, oral communication, interpersonal skills, and display professionalism in order to work directly with students and manage effective communication as a liaison to other offices on campus.

Candidates must demonstrate an aptitude with technology, particularly with Microsoft Office and Google Apps.

The graduate assistant will be required to keep strict confidentiality in working with students and in handling data.

Priority will be given to Montserrat BC graduates who have studied abroad, and candidates who can commit to a two-year assignment. Skilled candidates from all academic fields are invited to apply.

To apply: Please send your resume to Christina Hatzipetros: dimitroc@bc.edu

No phone inquiries please.