Graduate Assistantship

**Position:** Technology and Communications Graduate Assistant  
**Hours per week:** 20  
**Position start/end date:** November – May, with opportunity to renew  
**Compensation:** $14/hour

**Description/Responsibilities:**  
The Graduate Assistant for Technology & Communications at the Office of International Programs reports to the Technology & Communications Specialist and is responsible for supporting the specialist in various tasks.

The main responsibilities for the position are updating and maintaining the OIP website and the online application system, Studio Abroad. Additional tasks include: maintaining the OIP’s social media presence, engaging with the greater Boston College and international education online communities, and other outreach-focused projects. The Graduate Assistant will also be responsible for editing and distributing digital communications and marketing materials for the OIP, including a monthly newsletter, and providing support at some events, as well as other duties as needed.

**Qualifications:**  
Candidates must demonstrate an aptitude for and interest in technology, particularly in website editing, social media and blogging platforms, Microsoft Office, and Google apps. Candidates must possess excellent writing, oral communication, interpersonal skills, and display professionalism as someone who communicates with the larger community via the office website and through social media. The graduate assistant will be required to keep strict confidentiality in working with student data within the online application system.

Priority will be given to individuals with prior international experience, as well as candidates with communication or technology experience in a professional capacity. Photo editing/interactive media skills are a plus. Skilled candidates from all academic fields are invited to apply.

**To apply:** Please send a cover letter and resume to Rachel Hogan: rachel.hogan@bc.edu  
No phone inquiries please.