

**Department:** Office of International Programs

**Position:** Front Office Assistant **Stipend:** \$10/hr; flexible schedule

**Description/Responsibilities:** The Office of International Programs (OIP) at Boston College is looking for a Graduate Assistant who will work with the Administrative Assistant and help field inquiries received in the OIP reception area. This position is a great opportunity for a student in the field of Higher Education to obtain professional level experience in the field of international education / study abroad. The Graduate Assistant will gain experience learning how the office is run while dealing with heavy traffic, interacting with students, parents and administrators, updating program information, responding to email and telephone inquiries, and assisting with other office related tasks.

**Qualifications:** The successful candidate will be very well-organized, self-motivated, and detail-oriented and be able to work independently as well as part of a team. He/she will be able to manage multiple tasks in a busy office environment and will be confident enough to answer questions and complete projects without direct supervision. The position is service oriented and focused on dealing with student and parent inquiries. Prior customer service is a plus as is familiarity with a higher education environment. Those with international experience and knowledge of foreign languages preferred.

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