

Department: **Office of International Programs**

Position: **Graduate Assistant for pre-advising services**

Stipend: **\$10-12/hr; flexible schedule**

Description/Responsibilities:

The Graduate Assistant for Pre-Advising services will be responsible for meeting individually with students interested in studying abroad. The graduate assistant will be the first line of contact for the students and provide basic study abroad advising/information to the students. The graduate assistant will hold drop-in hours and be available to meet with students as needed. He/she will be trained in having an accurate working knowledge of the study abroad policies, procedures and programs that are available to the students. He/she will be required to attend weekly staff meetings and meet weekly with the Assistant Director for Study Abroad. In addition to advising students, the graduate assistant will be responsible for adding student's information into the database system to track the interested students.

Qualifications: The ideal candidate will need to have solid interpersonal skills and be approachable. He/she needs to be able multi-task and work in a fast paced environment.

Additional Information/Contact Information:

Contact Rita Piccolo, Assistant Director for Study Abroad at [piccolr@bc.edu](mailto:piccolr@bc.edu).