

GRADUATE ASSISTANSHIP/JOB OPENING FORM
2007-2008

Please include the following information in your job posting:

Department: Information Technology Services

Institution (if other than BC):

Position/Title: Training and Communications Graduate Assistant

Description/Responsibilities: Assist in the preparation and deliver technology training for Boston College faculty, staff, and students. Training may include topics like Word, Excel, PowerPoint, Dreamweaver, etc. Role includes maintaining registration system and computer lab preparation. Develop documentation and communication related to technologies in use on campus.

Qualifications: Must have strong interpersonal and public presentation skills. Should have experience creating and reviewing technical documentation. Experience in creating and editing web pages is also desirable.

Start/End Date: Immediately

Stipend/wage info: \$15

Send resume to/Contact Information: Cristin Richard
Manager Training & Communications
cristin.richard@bc.edu
617-552-1430

Please email this form to Katie O'Dair at odair@bc.edu