

# Assistantship

**Department:**Office of International Programs

**Position:**Graduate Assistant for OIP Exchange Student Programs (15-20 hrs/week)

**Stipend:**\$10-13/hr.

**Description/Responsibilities:**

- Assist in the daily administration of the OIP Exchange Student Program which admits approximately 150 international exchange students each year for one semester or full academic year at BC
- Assist with various research projects related to international study
- Specific duties include but are not limited to: data entry and processing of applications; preparing acceptance and orientation materials; assisting with exchange program orientation; organizing events; conducting feedback sessions with students; coordinating Exchange Mentor Program; communicating regularly with students via e-mail; and responding to general student enquiries; preparing program planning. Other administrative tasks may be assigned by supervisor as necessary.

**Qualifications:**

Strong organizational skills; ability to take initiative and work with limited supervision; attention to detail; and experience with usual Microsoft Office applications. Prior study abroad or other international experience helpful but not required.

**Additional Information/Contact Information:**

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