Department: Office of International Programs (Study Abroad)

Position: Registrar Graduate Assistant

Location: Hovey House

Description/Responsibilities:
The Registrar Assistant will report directly to the Academic Operations Administrator. Primary responsibilities include preparing a large volume of BC student overseas transcripts for the Administrator’s review, and interfacing with partners abroad/BC students/parents/faculty/BC staff about issues related to grading/transcript status. The Assistant will also be required to monitor a special OIP e-mail account and answer e-mail and other inquiries on a regular basis. Other duties include processing/monitoring OIP final paperwork for all students going abroad, managing online student evaluations, and assisting with the course registration process for students departing/already abroad. Other tasks may be assigned as needed.

Qualifications:
The ideal candidate will possess strong organizational skills and be attentive to detail. He/she should have the ability to work efficiently and independently in a fast-paced environment, and the maturity to handle sensitive material (such as grades) appropriately. Applicants should have the communication skills needed to interact with a variety of people in a professional manner, including faculty, staff, and deans abroad and in Chestnut Hill. Candidate must be very reliable, organized, disciplined, and able to manage multiple ongoing projects in a timely manner. Computer proficiency and knowledge of Microsoft Office required. Study abroad background desirable but not required. Minimum of a 1-year, 12-15 hour/week commitment (including summers); 2-year commitment preferred.

Stipend/Compensation:
- $12/hour paid via monthly stipend
- Potential for tuition remission (Lynch School students only)

Additional Information/Contact Information:
Candidate will start work no later than late August/early September 2015. Possibility to start early summer 2015.

Please email your resume and cover letter to:
Samantha Peterson
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Boston College/Hovey House
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Chestnut Hill, MA 02467
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