Intersections  
Boston College  
Job Title: Graduate Assistant, Faculty Recruitment Coordinator

Job Description:
The Intersections office ([www.bc.edu/intersections](http://www.bc.edu/intersections)) is looking for a Graduate Assistant to coordinate the recruitment of faculty. The position requires 20 hours per week for 12 months per year with a two-year commitment preferred.

The GA will help to increase the involvement of professors in a series of programs. S/he will report to the Director of Intersections and will catalog undergraduate recommendations for appropriate faculty. Using these references, the GA will visit 5 professors per week to explain Intersections initiatives. Face-to-face interactions are an essential element of this position and will help professors understand the goals and purpose of Intersections as well as the details of particular programs. The GA will also be responsible for maintaining a database and generating invitations to faculty retreats, immersion trips, and seminars. Notes on the visits will be tracked over time with the goal of widening the pool of professors to be invited. In conjunction with the Director, the GA will supervise numerous large mailings, e-mail invitations, record keeping, and the organization of responses.

Qualifications:
* Skill and interest in interacting with professors.  
* Understanding of and experience with Jesuit education.  
* Ability to recruit a diverse group of participants.  
* Excellent interpersonal and communication skills.  
* Ability to organize detailed mailings with efficiency and accuracy.  
* Computer skills, with proficiency in MS Word, Excel, and especially Filemaker Pro.  
* Must be available for regular daily office hours.  
* Preference for candidate with appreciation and understanding of Boston College faculty culture.  
* Must be willing to agree to a two-year contract.  
* Must be a doctoral candidate. **Master’s degree students are not eligible.**

Start Date: June 1, 2016  
Compensation: The Intersections Graduate Assistantship compensation is up to 18 credits tuition remission, a desktop computer in a shared office, and a yearly stipend of $20,000.

E-mail a resume and cover letter to:  
Burt Howell  
Director  
Intersections  
howellbu@bc.edu

Application deadline: May 1, 2016