

BC Law Public Interest Graduate Assistant

Boston College Law School's Program Director for Public Interest and Pro Bono seeks to fill the position of Graduate Assistant for the 2021-2022 academic year. A variety of administrative work will support the Public Interest Designation Program, Pro Bono Program, summer stipends and Public Interest Law Foundation, Public Service Scholar Program, general career programming and resources for government/public interest related fields and other administrative support to the Law School Career Services Office as needed. Preferred candidate qualities include:

- Significant experience with Google Suite, especially Sheets and Forms
- Highly professional with excellent interpersonal skills
- Detail oriented and excellent organizational skills
- Resourceful team player who works well in a fast-paced environment
- Strong research, oral and written communication skills
- Motivated self-starter with a strong work ethic who takes initiative
- Preferred candidates will have prior administrative experience and possess a demonstrated interest in public service

The stipend is \$4,400/semester (\$1100/month) for 20 hours/week. This position does not require work study. Depending on COVID-19 developments and guidelines, this position can be performed remotely or through a combination of remote and in-person work.

To apply, send your resume and statement of interest by email to Michelle Grossfield, Program Director, Public Interest and Pro Bono at michelle.grossfield@bc.edu.

Applications will be considered on a rolling basis until filled.