

# Graduate Events Assistant

## Center for Centers

The Center for Centers (CFC) is seeking a graduate student to assist the Events team. The Graduate Events Assistant would be working closely with the Event Manager and Events Specialist to assist in all steps of the event planning process for various BC Centers. The Graduate Events Assistant will be responsible for liaising with clients to learn about event needs, placing event orders, and updating budgets. The candidate should have a flexible schedule that will allow for event check-ins during the week and on an occasional weekend. He or she should be very reliable, organized, and have excellent communications skills.

### Functions:

- Liaise with clients to identify event needs
- Manage food, beverage, and audio visual orders
- Monitor and update budgets
- Attend and assist at events
- Work with CFC Team to fulfill all event needs (communications, budgetary, and travel)

### Requirements:

- Excellent communications skills and creative problem solving
- Dependable and organized
- Ability to manage multiple projects
- Must be able to check in on evening and the occasional weekend events

Rate of pay: \$1250/month

Fall: 15 hours/week with possibility for spring hire

Starting: ASAP. Please send all resumes and cover letters to the Event Manager: Stephanie Querzoli (querzoli@bc.edu)