



Position: Graduate Assistant

Department: Environmental Studies Program

Location: The office of the Environmental Studies Program, Devlin 213

Stipend: \$13.50/hour

Hours: 15-20 hours/week divided between Tuesday, Wednesday, and Thursday

Start/End Date: Position begins immediately and runs through the 2021-2022 AY, with the opportunity to renew in subsequent years.

Description: The Environmental Studies Program is seeking a motivated and dynamic graduate student to assist with ENVS program activities. The responsibilities include communicating and meeting with ENVS majors and minors, weekly meetings with the director, keeping up with the ENVS email account correspondence, updating the ENVS website, helping with special events and projects, tracking potential new ENVS course offerings from university departments, and other duties as assigned. Benefits of the position to the graduate student include gaining experience advising students, interacting with faculty and administrators across the university, and administering an interdisciplinary academic program.

Qualifications: The ideal candidate is familiar with BC undergraduate education, professional with students, faculty, and administrators, diligent at working independently on diverse program tasks, and competent with Google Workspace, Mailchimp, Canva, and other computer programs. Candidates should have an interest in environmental studies, sustainability, and undergraduate education. The position is open to any BC graduate student.

To Apply: **No phone calls.** Email a cover letter and your resume to the Director of Environmental Studies, Dr. Tara Pisani Gareau at tara.pisanigareau@bc.edu.