



## BOSTON COLLEGE

OFFICE OF THE PROVOST AND DEAN OF FACULTIES

Position: Graduate Assistant, Faculty Affairs

Reports to: Kristin Flower, Director of Faculty and Academic Affairs

Hours per week: 15 hours per week (flexible schedule)

Start Date: As soon as available but no later than August 30th

Stipend: \$1200 per month

The Office of the Provost is accepting applications for a Graduate Assistant position for Fall 2021. The position is open to any full-time Boston College graduate student who can commit to 15 hours per week during the fall semester (September through December). The schedule is flexible and the position may continue to Spring 2021.

The Graduate Assistant will report to the Director of Faculty and Academic Affairs and will provide support to a number of faculty affairs focused projects including, but not limited to: preparing correspondence, upkeep and organization of files, mailing lists, and departmental records, benchmarking institutional policies and practices, data entry and analysis and other projects as assigned.

The successful candidate will be well organized, self-motivated, and detail-oriented with the ability to work independently. Candidates must have demonstrated ability to work effectively with tact and discretion and to handle sensitive information.

### Qualifications:

- Strong organizational skills and attention to detail
- Excellent written & verbal communication skills
- Experience with excel preferred
- An interest in higher-education administration is preferred, but not required

### To apply for this position:

Please email a resume, cover letter, and one letter of reference to [kristin.flower@bc.edu](mailto:kristin.flower@bc.edu) by **Friday, August 6, 2021**. In your cover letter, please tell us why you are interested in this position, your related previous experience, and when you would be available to start. The letter of reference may be included with application or emailed separately.