

Boston College Law School Office of Faculty Support is looking to hire two Graduate Assistants for the 2021-2022 academic year. The positions will work from the end of August 2021 to May 2022. Faculty Support assists the law school faculty with various tasks and occasionally assists the office of Academic & Student Services in administrative needs regarding course planning.

This position will primarily assist the law faculty with administrative duties that include: copying, scanning, printing, posting and updating materials on Canvas, creating seating charts, collecting mail, maintaining supplies, formatting and proofing letters, and assisting with small projects.

Experience with Google Apps and MS Office and adobe is preferred. This position requires 20 hours a week for a \$1,000/month stipend. This position does not require work-study, but will require on-campus presence for the Fall and Spring Semesters.

To apply, send your CV with a cover email to the Law School's Academic & Student Services email address lawacastu@bc.edu.