



Graduate Assistant: Office of Graduate Admissions

The Office of Graduate Admissions in the Carroll School of Management seeks Higher Education Administration students for the position of Graduate Assistant during the 2021-2022 academic year. The Graduate Assistant position will support the Graduate Admissions team in recruiting and evaluating applicants, and supporting office functions during the admission cycle. The Carroll School receives over 2,500 applications annually for the MBA, MSA, MSF and PhD programs.

We are hoping to fill 5-6 Graduate Assistant positions committing 10 - 20 hours per week.

Requirements:

We seek an individual who will bring enthusiasm and initiative to a hardworking, collaborative team. The Graduate Assistant should be enrolled/enrolling in the Higher Education Administration master's degree program in the Lynch School of Education. She/He will have a high attention to detail, demonstrate excellent judgement, possess essential skills with computers and technology, and be comfortable working in an office environment with a high level of confidentiality and discretion.

Job Description:

The Graduate Assistant will report to the Associate and Assistant Directors of Graduate Admissions, and be a member of the admissions team charged with recruiting and enrolling students in the various graduate management programs.

Responsibilities include:

- Work with the Admissions team to manage the application and enrollment process
- Communicate with prospective and admitted candidates via telephone, email and online chat
- Meet face-to-face with candidates and conduct informational tours of the Carroll School
- Assist with communications and marketing to prospective and admitted candidates
- Assist with planning and execution of recruitment and yield events
- Manage specific projects related to the promotion of the Carroll School graduate programs and the recruitment and enrollment cycles
- Work with the Graduate Admissions team to benchmark competitor programs
- Assist with other activities as needed.

Commitment and Compensation:

The position requires 20 hours of work per week, to be conducted primarily in the Graduate Admissions Office during normal business hours. Start and end dates for each semester are flexible based on student's class and finals schedules, travel plans, etc. Compensation will be an hourly wage of \$19/hour.

To Apply:

Please email a letter of interest and current resume to Jackie Brockmyre, Associate Director of Graduate Admissions, at brockmyj@bc.edu.