

Heights Catering Administrative Assistant 20 hrs/week. The Graduate Assistant will possess initiative, high regard for confidentiality, as well as the ability to handle multiple tasks and work with minimal supervision.

Have the flexibility and be willing to learn new tasks, as this office is constantly adapting to the needs of the Boston College community while upholding the values and mission of the University.

Qualifications:

- Excellent computer skills, including Microsoft Excel, Word and PowerPoint
- Excellent organizational, communication and customer service skills.
- Ability to produce high-quality correspondence via email with catering customers and Event Management
- Attention to detail in all tasks and projects.
- Familiar with Google Workspace (gmail, forms, slides, calendar, etc.).

Responsibilities:

- Distribute and organize all Catering orders in EBMS
- Input new Work Orders into EBMS
- Assist with onboarding/training of new student employees
- Track and input all invoices
- Answer email & phone correspondence from Heights Catering customers
- Produce all catering event signage, menus & buffet labels
- Assist in any/all tasks to support Heights Catering Team in execution of catered events

Compensation: \$20.00 per hour/20 hours per week.

- This position is paid from an academic year, September through May.
- The selected graduate student may work during the January break for additional compensation.

Interested applicants should send cover letter and resume to [staffing@bc.edu](mailto:staffing@bc.edu)