



BOSTON COLLEGE

OFFICE OF INTERNATIONAL PROGRAMS

Department: Office of International Programs

Location: Hovey House

Position: Graduate Assistant

Stipend Compensation: Approximately \$6,750 stipend per Academic Year plus potential tuition remission credits for Lynch 1st year students. About 15 hours per week.

Description/Responsibilities:

The Office of International Programs (OIP) invites applications for the position of Graduate Assistant who will work directly with the Program Manager for Italy, Germany, Austria, the Czech Republic, Hungary, Ireland, and Poland. The position offers an opportunity to gain professional-level experience in international education administration and student advising. He/she will play a critical role in the development and administration of approximately 20 semester/academic year programs and will advise BC undergraduates who are interested in studying abroad.

Responsibilities will include student advising, managing program applications and student databases, assisting with information and orientation sessions, responding to email and telephone inquiries, assisting with the visa document collection process, researching health & safety best practices, and assisting with general office tasks as assigned.

Qualifications:

The ideal candidate will have an understanding of BC student culture and will be able to present himself/herself professionally in working with students and administrators alike. Strong interpersonal and organizational skills, attention to detail, and the availability to work independently and on multiple tasks in a busy environment are essential. Previous peer advisor experience and international travel and/or study abroad experience (especially within Italy, Germany, Austria, the Czech Republic, Hungary, Ireland and/or Poland) are preferred.

Skilled candidates from all academic fields are invited to apply. The position starts between late August to early September. Position ends in early/mid May with the possibility of the successful candidate continuing on to a second year. More info: bc.edu/international

To Apply: Please send cover letter and resume to Nick D'India: dindian@bc.edu No phone inquiries please.