Journalism Program

Title of position: Graduate assistant

Supervisor information: Angela Ards
Contact information: ardsa@bc.edu

Hours per week: 5

Position start and end date: 2021-22 academic year and, possibly, beyond

Stipend/salary/compensation/remuneration (please also state if non-paid): $14.25 per hour

Description of program: The Journalism Program is looking to hire a student enrolled in any full-time graduate program at Boston College as a graduate assistant for the 2021-22 academic year and beyond. This interdisciplinary minor provides craft skills and a critical understanding of journalism as both a practice and a tradition, and it is open to all undergraduates in all majors and schools.

The graduate assistant will play a key role in maintaining the program as it goes into its first year after the successful completion of a 2-year pilot program. The GA will gain professional experience in coordinating a program in higher education and the opportunity to work closely with students and faculty on campus.

Positions responsibilities:
• Hold weekly office hours and be available by appointment for student inquiries
• Advise current minors about coursework and general minor requirements
• Maintain up-to-date spreadsheet of all current minors and their contact information, progress toward degree, etc.
• Regularly check and respond to e-mails sent to the general Journalism account
• Assist with any miscellaneous administrative duties the director might delegate such as:
  - sending e-mails to minors to announce events, new courses, or internship opportunities
  - managing website updates and projects
  - representing the minor at various advising events such as Professors & Pastries and the annual Academic Planning Fair
  - communicating with Journalism faculty on course enrollment, etc.

Qualifications:
Candidates must possess excellent administrative and communication skills, as well as knowledge of Microsoft Office and Google Apps.

Students who are teaching or working other campus jobs should make sure that their total working hours do not exceed 20 per week.

Please submit a resume and brief letter of application to Angela Ards, ardsa@bc.edu.