Boston College
Office of Graduate Student Life
Graduate Intern for Communications

Interested candidates should submit resume, cover letter, samples of design and/or editing work, and the names/contact information for three professional references via this Google form. Priority will be given to applications received by September 20.

Title: Graduate Intern/Communications
Hours: 20 per week
Dates: October 2020-May 15, 2021

DEPARTMENTAL DESCRIPTION
The Office of Graduate Student Life (OGSL) provides a variety of programs and services designed to promote student success, foster a sense of community, and connect graduate and professional students to resources available at Boston College. The Office of Graduate Student Life oversees and works closely with the Graduate Student Association (GSA), a student-run organization which serves graduate students in the Morrissey Graduate School of Arts and Sciences, the Lynch School of Education and Human Development, the Connell School of Nursing, the Graduate School of Social Work, the Carroll School of Management, and the School of Theology and Ministry. As members of the Office of Graduate Student Life staff, graduate assistants play a critical role in helping to meet the needs of students across all graduate and professional programs at Boston College through programming, outreach, research, and facility management.

POSITION DESCRIPTION
Plan, develop, and manage all Office of Graduate Student Life (OGSL) and Graduate Student Association (GSA) communication efforts. Work with OGSL staff and the GSA to create strategic, comprehensive, and distinctive branding/marketing plans for the departments; creatively educate community on organizational structures and services. Manage all social media accounts and produce content for social media; provide graphic design support for the department, manage branding efforts, assist in video/photographic efforts, participate in managing website, biweekly newsletter, and other duties as assigned.

CHARACTERISTIC DUTIES
**Communications**

- Create, organize, and edit a biweekly newsletter.
- Work with Division communications staff to maintain and update the OGSL and GSA websites, update assistantship listings, and routinely monitor site for accuracy and effectiveness.
- Develop and implement social media plan and oversee OGSL and GSA Facebook, Twitter, and Instagram accounts.
- Design print and digital marketing materials for a variety of programs, events, and projects.
- Assist with departmental outreach efforts for signature programs and develop relationships with student organizations and university departments through meetings, presentations, promotions, and collaboration.
- Collect and promote graduate-related content from schools, student organizations, and administrative departments.
- Attend a wide variety of programs and special events for photos, video, and social media use, which may include some evenings and weekends.
- Work with constituents to provide consistent language and messaging on websites and in materials.
- Assess, report, and recommend opportunities for growth and innovation within our marketing strategies.
- Assess engagement with web platforms through surveys, reports, and analytics.
- Assist with a variety of special events and projects for the department.
- Establish, maintain, and support a positive, healthy, and engaging communal environment in the Murray House, the graduate student center.
- Attend the New Graduate and Professional Student Orientation program in August and others as assigned.

**Administrative**

- Participate in weekly Office of Graduate Student Life staff meetings, weekly GSA meetings. Attend OGSL staff and GSA retreats, trainings, special meetings, and programs as needed.
- Assist in daily building operations and services of the Murray House, including building opening, making coffee, stocking supplies, and investigating and reporting facilities concerns and conditions.
- Participate in bi-weekly meetings with supervisor to set goals, provide updates on progress of work, raise questions about tasks, and share updates on ongoing issues or concerns.
- Attend Student Affairs Division Meetings.
- Support the goals and philosophies of the Office of Graduate Student Life.
● Attend at least 2 International student lunches each semester.
● Complete other duties as assigned.
● Meet with University/Division Marketing/Communications staff when needed.

**Supervision Received**
The Communications intern is supervised by the Office of Graduate Student Life professional staff

**Employment Criteria**
● Applicant must be a currently enrolled Boston College graduate student (or be an incoming accepted student who will be enrolled by the position date).
● Interested individuals must submit work samples, including design work and/or publications, simultaneous to submitting their application.
● Experience in writing, editing, and graphic design.
● Excellent written and verbal communication skills.
● Strong planning and organizational skills.

**Compensation**
$1500/month