



Office for Institutional Diversity
Graduate Administrative Assistant
10 hrs/week

In support of the University and its goals, the mission of the Office for Institutional Diversity is to facilitate efforts to advance and sustain an organizational culture and climate that welcomes diversity, equity, and inclusiveness. 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 (especially formulas, formatting charts and pivot tables), Word, PowerPoint, and Publisher.
- Excellent organizational, communication and customer service skills.
- Ability to produce high-quality correspondence and data analytics reports with accuracy.
- Attention to detail in all tasks and projects.
- Familiar with Google Workspace (gmail, forms, slides, calendar, etc.).
- Experience in editing web-based page layouts, is creative and understands accessibility issues related to web design preferred.
- Experience editing/copywriting for email-based publications is preferred.
- Knowledge of Adobe Experience Manager AEM and HTML is preferred.

Responsibilities:

- Assist in the preparation of reports, tables, charts, and other representations of quantitative and qualitative data.
- Provide general office support including answering telephones, copying, scanning, word processing, and providing support for scheduled meetings and programs.
- Prepare and proofread HTML and accessible electronic invitations, program descriptions, brochures, flyers
- Create and publish a regular newsletter that incorporates highlights from the Office for Institutional Diversity.

Compensation:

\$20.00 per hour/10 hours per week.

- This position is paid from an academic year, September through May (excluding January).
- The selected graduate student may work during the January break and/or in the summer for additional compensation.

Interested applicants should send cover letter and resume to Peilun Wu, wupl@bc.edu
Office for Institutional Diversity

7-1-2021