



BOSTON COLLEGE

OFFICE OF INTERNATIONAL PROGRAMS

Office of International Programs

Position: Registrar Graduate Assistant - 20 hours per week

Compensation: Stipend of \$4,500 per 15 week semester plus potential tuition remission credits for Lynch 1st year students

Responsibilities:

- Review and process BC student transcripts received from international partners
- Send and receive student emails via gmail account
- Collect, process, and file student transcript materials. Maintain & organize digital files.
- PDF creation, PDF editing and management of digital PDF files.
- Maintain and update student information in [Terra Dotta](#) and [Qualtrics](#)
- Create, analyze and maintain records for transfer articulation projects
- Create and update documents - both paper and digital; consolidate batches of information
- Send informational emails and reminder emails to individuals & groups of students
- Collaborate with BC advisors on specific countries and host universities as needed
- Additional tasks will be assigned as necessary

Required Qualifications:

- Skilled in Google Drive, Gmail and other Google Workspace Apps specifically Google Sheets
- Experience using Microsoft Office specifically Excel
- Ability to research and learn about different international university grading and courses
- Excellent writing & email etiquette: most contact with students is via email

Preferred Qualifications:

- Prior international experience and/or experience learning a foreign language
- Desire to use technology to improve student experience and office workflow

To apply: Submit resume and brief cover letter in PDF to brodie.henry@bc.edu. Candidates from all academic fields should apply. Position starts early September 2021. Position ends in early/mid May 2022 with the possibility of the successful candidate continuing on to a second year. More info: bc.edu/international