Graduate Assistant Position  
Academic Year 2020-2021

The Boston College Women’s and Gender Studies Program is accepting applications for one Graduate Assistant position available for the 2020-2021 academic year.

** Applicants must be able to work 10 hours per week (Mon-Fri) for Fall 2020 and commit to a 20-hour position (with pay increase) for Spring 2021. **

**Description:** Throughout the fall semester, the successful candidate will be trained and given office duties for an hourly wage. They will then be promoted, with a stipend, to co-lead the WGS program in the spring semester.

The candidate will be expected to retain the senior 20-hour position for at least one year and to take up training duties for future GAs hired throughout their employment.

**Responsibilities:** Managing program email and phone correspondence; minor enrollment and communications; website design & updates; creation & distribution of the program’s bi-monthly newsletter; and creating flyers, brochures, and other marketing materials.

We are seeking a candidate with the following skills & qualifications:
- Excellent organizational skills
- Strong time management/multi-tasking abilities
- Sociable with strong written & verbal communication skills
- Passion for and professional experience with women’s and gender issues
- Experience planning, coordinating, and running events
- Experience with developing marketing materials
- Creativity and initiative, specifically with social media platforms

This position is open to any Boston College graduate student who meets the criteria and can commit to the position. Preference will be given to those who are able to commit to the position for two years.

**Compensation:** The hourly wage for the fall semester (September through December 2020) will be $12.75/hour, for 10 hours per week. The stipend for the spring semester (February through May 2021) will be $8,000 for 20 hours per week.

To apply for this position, please email a resume and cover letter to gender@bc.edu by August 18. In your cover letter, please tell us why you are interested in this position and your related previous experiences. No phone inquiries, please.