



BOSTON COLLEGE

OFFICE OF INTERNATIONAL PROGRAMS

Office of International Programs

Position: Study Abroad Application 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

Work as part of the Applications Team to assist students through the study abroad application process. The candidate reports to the Student Application & Technology Specialist and is responsible for supporting the various tasks focused on the application process for 900+ undergraduate students/year & 80 study abroad university partners. More info: bc.edu/international

Responsibilities:

- Serve as first point of contact for helping undergraduate students submit study abroad applications to 80+ partner universities around the world
- Collect, process, and file student application materials. Maintain & organize digital files.
- Maintain the application portal software ([Terra Dotta](#)) with student information
- Create and update application instruction documents; consolidate information from university fact sheets
- Send informational emails and reminder emails to individuals & groups of students
- Schedule one-on-one meetings with students who need specific application help
- Prepare application materials to be sent to partner universities around the world
- Collaborate with advisors on specific countries and host universities as needed
- Additional tasks will be assigned as necessary

Required Qualifications:

- Highly skilled in Google Drive, Gmail and other Google Apps
- Ability to research and learn about different international university admissions processes
- 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. Preference for candidates who can start on/around August 16-20, 2021. Position ends in early/mid May 2022 with the possibility of the successful candidate continuing on to a second year.