

Job posting: Graduate Assistant for the Office for Sponsored Programs

Reporting to: Jennifer Lopez

\$1600/month stipend for 20 hours of work per week

The Office for Sponsored Programs is currently seeking a graduate student to assist with administrative tasks during the 2021-22 academic year. The graduate assistant for the Office for Sponsored Programs will work directly with the Director for Sponsored Programs.

The ideal candidate will be able to begin the job in August 2021 and work throughout the academic year. This person also must be available to work during summer 2022. The graduate assistant will assist with administrative tasks for the Office for Sponsored Programs new training and process improvement initiative including but not limited to data collection, organizational chart creation, scheduling of meetings, maintaining attendance lists, creation of templates, power point presentations, development of graphs and charts, heavy excel use and assisting with general financial and non-financial reporting. The graduate assistant may also be asked to assist associate directors in other areas of the Office for Sponsored Programs on an as-needed basis.

Other responsibilities include:

- Tracking Departmental Research Administrator (DRA) training completions and contacting those whose trainings will soon expire
- Providing administrative and technical support during module creations and training sessions on Zoom and in person
- Establishing new organizational charts for OSP
- Creating certificates for DRAs who have completed the OSP trainings
- Compiling information, designing, and distributing the OSP Funding Opportunity Announcement email blasts
- Working, as needed, on administrative tasks for the Director for Sponsored Programs

We are looking for someone who is organized and comfortable working independently. Experience with Zoom, Excel, and Power Point is a plus. Please send all cover letters and resumes to Jennifer Lopez (jennifer.lopez@bc.edu).