

The Core Curriculum is looking for a detail-oriented individual with an interest in administrative work and a passion for higher education. The Core Graduate Assistant will help with marketing our distinctive courses to first-year students, managing Core requirement submissions by organizing and archiving review rubrics, syllabi, and application forms, preparing for Core committee meetings, helping with planning Course Design Workshops for new faculty, and creating spreadsheets and graphs from various surveys and evaluation data.

Competencies in Google Drive (especially Google Sheets and Forms) is necessary, as well as data collection skills, a facility for communicating respectfully with faculty, students, and administrators.

The Associate Dean and Assistant Dean work particularly closely with the Grad Assistant as the Core strategizes and executes on its priorities for the year. The stipend is highly competitive for 20 hours per week of work. The position will be in person this year and can start immediately.

If you are interested, please send your CV to core@bc.edu, along with the names of two references.