Boston College Law School Office of Academic and Student Services is looking to hire a Graduate Assistant for the remainder of the 2020 academic year from January to May 2020. This position will assist the office with a wide range of administrative duties (e.g. front desk/reception, administrative and logistical support, individual and student organizational support, research projects and data collection/analysis, resource creation, proctoring, and various project based work). A high degree of professionalism and customer-service orientation is required. Must have excellent oral and written communication skills, attention to detail, problem solving and prioritization/multitasking skills. A can do attitude and a positive outlook is required. Experience with Google Apps and MS Office, Excel, and PowerPoint is preferred and as is the ability to work with different technology to improve efficiency. Must have integrity to handle sensitive and confidential information and the ability to earn trust. The position is 20 hours per week and pays a stipend of $4K before tax for the semester. This position does not require work-study.

To apply, send your résumé with a cover email to Associate Dean, Heather Hayes, heather.hayes@bc.edu.