

**Boston College, Morrissey College of Arts & Sciences
Academic Advising Center/Associate Deans' Office
Graduate Assistant Position (Fall 2020- Spring 2021)**

The Academic Advising Center supports the work of undergraduate students, faculty, and staff and encourages students to use the resources of Boston College and the wider community to discern their academic and personal directions.

Hours per week: 10 - 20 hours per week

Pay: \$12.75/hr.

Position Responsibilities

The graduate student position is mainly clerical, with the possibility of some exposure to academic advising for those who are interested. This position will involve managing and uploading confidential student records to our student file database. Other job responsibilities may include:

1. Serve as front desk reception, answering phones, making appointments and triage for walk-in students and for handling general inquiries
2. Provide additional support to our deans and advisors during busy times of the semester
3. Participate in staff meetings
4. Other special projects as determined by the needs of the Center

Qualifications

Strong organizational and communication skills; ability to work independently and effectively on multiple tasks; detail oriented; creative; ability to take initiative, follow-through and see a project to completion; willingness to work as part of a team; understand issues of diversity; technological competence.

Contact: Send note of interest and resume to James Teixeira (teixeijb@bc.edu)