

**Boston College**  
**Schiller Institute for Integrated Science and Society**  
**Global Public Health Graduate Assistant**

**Description of Role:** The graduate assistant will be responsible for the program's communication needs, including editing and sending the bi-weekly newsletter and managing the program's social media accounts (Twitter and Instagram). Responsibilities include creating original content, collating content from the program's faculty and staff, and sourcing global public health content of interest, such as virtual events and job/internship opportunities. In addition, the grad assistant will monitor the program's email address and respond to student inquiries or redirect them to the appropriate party. The grad assistant will also assist with projects related to the administration of the academic minor, such as refreshing the list of electives for the minor, organizing the files kept on students in the minor, and managing the application process for the academic minor.

**Desired Skills / Experience:** Candidates will ideally have experience using Mailchimp or a similar newsletter service. Candidates will also ideally have experience using Canva or a similar graphics creation service. Candidates without experience in these specific programs, but with a proven ability to quickly learn new programs are still encouraged to apply. Candidates must have excellent communication skills, be well organized, detail-oriented and comfortable working in a deadline-driven environment.

**Number of Hours:** 8 hours per week (the position can be performed remotely)

**Monthly Stipend Amount:** \$640

**Start Date:** The program is looking to fill the position immediately. The position will run through the end of the semester, with an optional renewal for subsequent semesters.

**How to Apply:** Please send a resume and a brief statement of interest to Greg Adelsberger ([adelsber@bc.edu](mailto:adelsber@bc.edu)) and Heather Jones-Lawlor ([joneshe@bc.edu](mailto:joneshe@bc.edu)). Please include "Global Public Health GA" in the subject line of your email.