

Boston College Lynch School of Education and Human Development
GRADUATE ASSISTANTSHIP POSITION FOR 2020-21 ACADEMIC YEAR
CDEP Department Assistant

We are looking for a department assistant for the Counseling, Developmental & Educational Psychology department for the 2020-21 academic year. **This position requires onsite work for 20 hours per week** (adhering to all BC safety precautions). Standard graduate assistant pay and benefits, including tuition remission, provided.

Office Responsibilities:

- Provide administrative/clerical support to department chair and faculty including copying, scanning, and booking meeting rooms.
- Support faculty, staff and students in the use of software/email/Web systems.
- Inventory and order office supplies and meeting supplies.
- Answer and direct telephone calls; assist students and visitors.
- Sort and distribute mail and organize faculty, adjunct, and student mailboxes.
- Help supervise undergraduate student employees.
- Assist in the maintenance and auditing of student files in preparation for accreditation site visits.
- Assist office manager and department chair as needed.

To Apply:

Please send application materials, including a CV and names/contact information for 3 references, to Diane Martinez diane.martinez@bc.edu. Review of materials will begin immediately. Preferred start date of August 31.