

Boston College Law School Office of Academic and Student Services is looking to hire a Graduate Assistant for the 2020/21 academic year from August 2020 to May 2021. This position will assist the office with a wide range of administrative duties, including but not limited to:

- Front desk reception: greeting student walk-ins and answering phone
- Responding to student academic inquiries via the office email account
- Assist with initiatives related to graduate student formation, particularly related to programming that sustains and promotes BC's Jesuit heritage
- Assist with the creation of student letters of good standing and bar certification
- Support student exams (e.g. materials for exams, proctoring, collection and tracking of exams)
- Help with the creation of assessment initiatives related to improving student service
- Support academic success programs and initiatives
- Draft flyers for student workshops and events
- Research projects, including data collection/analysis
- General administrative and logistical support, resource creation, 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 (including Gmail, Google calendar, Google forms, Google Slides and Google sheets) 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 hours are 20 hours a week and the stipend is \$4K before tax per semester. This position does not require work-study.

To apply, send your résumé with a cover email to Assistant Dean, Emily Libby, emily.libby@bc.edu.