



## BOSTON COLLEGE

OFFICE OF INTERNATIONAL PROGRAMS

### **McGillycuddy-Logue Fellows (MLF) Office of International Programs (OIP)**

**Title of position:** Graduate assistant

**Reports to/manager/supervisor information:** Patrick O'Donnell (see contact information below)

**Hours per week:** 15

**Position start and end date:** End of August/beginning of September through mid-May, exact dates TBD

**Stipend/salary/compensation/remuneration (please also state if non-paid):** \$15 per hour and potential tuition remission for Lynch School of Education students

**Description of program:** The Office of International Programs (OIP) is looking to hire a student enrolled in any full-time graduate program at Boston College as a graduate assistant for the McGillycuddy-Logue Fellows Program (MLFP) program. The MLFP is a combination of classes, education abroad, experiential learning and personal reflection that helps mold participants into active, thoughtful global citizens.

The graduate assistant will play a key role in maintaining the program as it goes into its sixth year. The GA will gain professional-level experience in coordinating a program in international higher education and the opportunity to work closely with students and faculty on campus. Responsibilities will include: student outreach and recruitment, faculty coordination, event planning, retreat organization, researching and editing materials, and others assigned by OIP staff.

#### **Qualifications:**

The ideal candidate will be energetic, enthusiastic and possess the ability to work independently to meet the needs of the program.

Candidates must possess excellent communication skills, time management and knowledge of Microsoft Office and Google Apps.

Experience with service-learning, organizing retreats and/or student formation is a plus.

#### **Objectives of position:**

- Assist supervisor of the McGillicuddy-Logue Fellows Program to make sure the program is promoted, supported and organized. Act as key contact for each cohort.

**Position responsibilities:**

- Promote and market the MLFP to second-year students
- Help organize retreats
- Assist supervisor in the application process and selection of the next cohort of students
- Oversee and coordinate the application process during the fall semester
- Serve as the primary advisor for students in the program.
- Work closely with the supervisor on all matters connected to the MLFP
- Communicate with various BC faculty and staff members who act as part of the MLF Advisory Committee
- In conjunction with OIP program managers, assist with advising MLF cohort in choosing abroad programs where global service requirement may be fulfilled
- Other duties as assigned from OIP staff including working the front desk and various administrative tasks

**To apply:** Please send your resume to Patrick O'Donnell at [patrick.odonnell.3@bc.edu](mailto:patrick.odonnell.3@bc.edu).

No phone inquiries please.