



**Department:** Office of International Programs

**Location:** Hovey House

**Position:** Graduate Assistant for Pre-Advising Services

**Description:**

The Graduate Assistant serves two main roles in the office. The first is being responsible for conducting group study abroad meetings (Study Abroad 101), with students interested in studying abroad. The second is assisting with a variety of office tasks (i.e. answering questions about abroad, student visa process, data entry, etc). The position reports to the Associate Director of Education Abroad.

**Position responsibilities:**

This position will be the first line of contact with students and provide basic study abroad advising/information to the students. He/she will conduct group advising sessions. He/she will be trained to have an accurate working knowledge of study abroad policies, procedures, and programs available to students. The graduate assistant will add students' information to a database to track interested students.

In addition to the advising, the graduate assistants will also be asked to complete ongoing office projects such as internet/database research, light data entry, continuous organization of the office, working directly with the Associate Director, and other duties as assigned.

**Qualifications:**

The ideal candidates will need to have solid interpersonal skills and be approachable. He/she needs to be able multi-task and work in a fast paced environment. He/she should be a self-starter, willing to take initiative to help around the office. Study abroad experience is strongly preferred.

**Any additional information:**

The advising load is heavier in the fall. While advising takes place in the spring, graduate students may be assigned to additional projects.

**Stipend/Salary/Compensation/Remuneration:** \$14 per hour, potential tuition remission credits for LGSOE students, flexible schedule. Hours per week: 20. Position start and end date: Late August to May.

**E-mail resume and cover letter to:**

Larry Pickener  
Associate Director, Education Abroad  
[pickener@bc.edu](mailto:pickener@bc.edu)  
<http://www.bc.edu/international>

Please no phone calls