



Department: Office of International Programs

Location: Hovey House

Position: Summer Programs Graduate Assistant

Reports to: Summer and Internships Program Manager, Shannon Williams (contact information below)

Hours per Week/Start and End dates:

Fall semester – 15 hours a week, August 30 – December 19, 2020

Spring semester – 20 hours a week, January 17 – May 22, 2021

Stipend/Compensation: Possible TR credits for first-year GLSOE students, plus \$15/hour

Objectives & Responsibilities of Position:

The Office of International Programs (OIP) invites applications for the position of Summer Programs Graduate Assistant who will work directly with the Summer & Internships Program Manager. The position offers an opportunity to gain professional-level experience in international education administration and student advising. He/she will play a critical role in the development and administration of approximately 25-30 faculty-led summer programs at the OIP and will advise BC undergraduates who are interested in studying abroad during the summer.

Responsibilities will include student advising, managing summer program applications and student database, assisting with information and orientation sessions, marketing programs on campus, responding to email and telephone inquiries, and assisting with general office tasks as assigned.

Qualifications:

The ideal candidate will have an understanding of BC student culture and will be able to present himself/herself professionally in working with students and administrators on campus. Strong interpersonal and organizational skills, attention to detail, and the ability to work independently and on multiple tasks in a busy environment are essential. Previous peer advisor experience and international travel and/or study abroad experience are preferred.

Skilled candidates from all academic fields are invited to apply.

Email resume and cover letter to:

Shannon Williams

Summer and Internships Program Manager

shannon.williams.4@bc.edu

Please no phone calls