**Boston College**  
**Morrissey College of Arts & Sciences, University Core Curriculum**  
**Core Curriculum Graduate Assistant Position**

**Description:** The Core Graduate Assistant position offers an exciting mix of on-going responsibilities and special projects. Excellent communication skills, experience and proficiency with Microsoft Office (especially Excel) and Google Suite are essential in this role. Critical thinking, problem solving, and professionalism are also key skills for the Graduate Assistant. Hours are flexible. The Graduate Assistant will be expected to work 20 hours per week.

The Graduate Assistant reports to Associate Dean for the Core, Brian Gareau and Assistant Dean, Elizabeth Shlala. This position offers a stipend of $1,090 per month. Start and end dates for the 2020-2021 academic year are August 24, 2020 – May 18, 2021.

**Major responsibilities:**
- Manage and maintain Google forms with various syllabus submission deadlines
- Manage and maintain submission archives on the Google drive
- Manage Cultural Diversity course submissions, discuss courses with Assistant Dean, and prepare paperwork based on decisions
- Communicate via email with students about Cultural Diversity course submissions, approvals, and denials and maintain the CD database
- Exude proficiency and confidence in communicating Core needs across University constituencies and offices *critical*
- Prepare meeting materials and emails for University Core Renewal Committee meetings
- Create Google surveys to collect information and synthesize responses from students into useful reports and charts
- Meet weekly as a contributing team member with Associate Dean, Assistant Dean, and Program Assistant
- Support the Program Assistant with Core Google drive, Core email account, and meeting preparation
- Assist in maintenance of State of the Core folders
- Assist with general office tasks, as needed

**Examples of ad hoc projects:**
- Statistical analysis of course enrollment data using Excel
- Create PowerPoint presentations that effectively and persuasively communicate data about Core programs
- Create Excel charts and graphs using course data collected from Office of International Programs
- Create one page promotional materials for Core programs
- Contact various internal departments to gather data for analysis
To Apply: If you are interested in this role, please send an email with your resume and cover letter explaining your interest and qualifications to core@bc.edu.