The Boston University College of Arts and Sciences Office of Student Programs & Leadership is looking for a Spring 2020 Graduate Assistant.

This person will:

• Work in a dynamic, student centered office serving all undergraduate students in the College of Arts & Sciences
• Assist with the training and development of the CAS Dean’s Hosts, a 50 person student led organization charged with welcoming the recently admitted Class of 2024
• Aid in the management of April Open House programming for the Class of 2024
• Track the 2019-2020 budget through the use of Microsoft Excel and BU Works
• Report to the Director of Student Programs & Leadership

Opportunities for additional professional development include:

• Job shadowing and informational interviews with Academic Advisors
• Networking with other student affairs professionals from across the University

The successful graduate assistant will:

• Develop skills in student advising and mentoring
• Expand event planning and management abilities
• Enhance budget management techniques through the use of Excel and BUWorks
• Make invaluable connections with other higher education professionals

Position is unpaid.
Start Date: 1/21/2020 (flexible)
End Date: 5/15/2020 (flexible)

Hours: 10 hours/week
Days/Times: Tuesday evenings 6:30pm-9:30pm required January-March
Friday hours scheduled between 9am and 3pm in April preferred
All other hours flexible M-F 9am-5pm student schedule dependent

The Office of Student Programs and Leadership is at 100 Bay State Rd in Kenmore Square which is accessible via the Green Line or car.

www.bu.edu/cas