Department: Office of International Programs (Study Abroad)

Position: Scholarships Advisor/Montserrat Graduate Assistant

Location: Hovey House

Description/Responsibilities: The Office of International Programs (OIP) is looking to hire a student enrolled in any full-time graduate program at Boston College to serve as Scholarships Advisor and OIP-Montserrat Office Liaison reporting directly to the Associate Director for Health & Safety and Communications.

This position provides specialized support in the study abroad advising process for Montserrat students, a partner campus program which aims to assist students at the highest level of financial need to actively participate in and experience a Jesuit education, including an international experience.

The position offers an opportunity for a graduate student to gain professional-level experience in higher education administration. The graduate assistant works closely with students to empower them to consider and succeed in study abroad by providing specialized support with program selection, financial planning, need and merit-based scholarship opportunities.

S/he will play an important role in the administration of university-based, as well as prestigious national scholarship and grant competitions, such as the McGillycuddy-Logue, Fung, Flood, Mizna, Aggad, Gilman, Freeman-Asia, FEA and NSEP Boren awards, among other. Additional responsibilities will include: student outreach and recruitment, event planning, research and editing materials for the web, data reporting, and other projects as assigned. The position will be primarily based at OIP’s Hovey House with occasional assignments at the Montserrat Office and on campus for special events.

Qualifications: The successful candidate will be very well-organized, self-motivated, and detail-oriented with the ability to work independently, as well as part of a team. S/he will be energetic, enthusiastic and possess the ability to work innovatively to meet the needs of students. Candidates must demonstrate a commitment to diversity and understanding of the intersectionality of factors, which affect student success, particularly for first-generation students. The ideal candidate will have an understanding of the student culture of Boston College.

Candidates must possess excellent writing, oral communication, interpersonal skills, and display professionalism in order to work directly with students and manage effective communication as a liaison to other offices on campus. Aptitude with technology, particularly with Microsoft Office and Google Apps is required. Creative suite skills are a plus.

The graduate assistant will be required to keep strict confidentiality in working with students and in handling data.

Compensation:
- $15/hour, 15-20 hours per week
- Position runs from August to May; August 26-December 13 and January 13-May 10 (Academic Year 2019-2020), with opportunity for additional hours during the winter and summer breaks.

Priority will be given to candidates who can commit to a two-year assignment. The interview process will begin with the Boston College Higher Education Interview Day event and will continue until the position is filled.