Boston College Lynch School of Education & Human Development
Office of Practicum Partnerships & Professional Development (4 Positions)

1. **Database Maintenance & International Practicum Coordinator**
   a. Reports to Elizabeth Hering, Supervisor
   b. 20 hours per week
   c. Dates: August 18, 2019 – May 31, 2020
   d. Salary: $13,500 per academic year and 15 credits per academic year
   e. Responsibilities: Maintain student records of teacher candidates and assist in locating schools abroad for students to complete a pre-practicum in another country along with general office work when required/help with setting up various events throughout the year
   f. Objective of position: to support the Director and Assistant Director in the Office of Practicum Partnerships & Professional Development
   g. Qualifications: should be organized, comfortable with databases and have general office experience

2. **Database Maintenance & Media Support**
   a. Reports to Elizabeth Hering, Supervisor
   b. 20 hours per week
   c. Dates: August 18, 2019 – May 31, 2020
   d. Salary: $13,500 per academic year and 15 credits per academic year
   e. Responsibilities: Maintain student records of teacher candidates, send out a weekly newsletter to our partner schools and students and monitor other social media streams as they relate to our office; additionally, general office work when required/help with setting up various events throughout the year
   f. Objective of position: to support the Director and Assistant Director in the Office of Practicum Partnerships & Professional Development
   g. Qualifications: should be organized, comfortable with databases and have general office experience

3. **Program Forms & Canvas Support (two positions)**
   a. Reports to Elizabeth Hering, Supervisor
   b. 20 hours per week
   c. Dates: August 18, 2019 – May 31, 2020
   d. Salary: $13,500 per academic year and 15 credits per academic year
   e. Responsibilities: Support students and their supervisors on managing and filing state forms related to their practica along with general office work when required/help with setting up various events throughout the year
   f. Objective of position: to support the Director and Assistant Director in the Office of Practicum Partnerships & Professional Development
   g. Qualifications: should be organized and have a working knowledge of Google Drive, Google Documents along with general office work when required/help with setting up various events throughout the year