**Boston College Alumni Association**  
**2018-2019**

**Title:** Program Assistant – Alumni Association  
Reports to: Jean Chisser, Affinity Programs  
20 Hours/Week  
Fall Semester 2018: August 27 – Dec. 14; Spring Semester 2019: January 14-May 14  
Stipend: $12,000/year, paid in 8 installments (Sept-Dec; Feb-May)  
$10,000 will be awarded toward tuition remission: $5000 in year one and $5000 in year two.

**JOB OBJECTIVES/RESPONSIBILITIES:**  
The Boston College Alumni Association is offering one Graduate Assistantship position for a qualified student enrolled in graduate studies at the Lynch School of Education to work 20 hours per week for the 2018-2019 academic year as a **Program Assistant**. The Program Assistant will work with Alumni Association staff to assist with programming for Boston College alumni. Specifically, the Program Assistant will:  
- help develop, promote and support Alumni programs  
- oversee and implement the alumni education world-wide webinar programming  
- make updates to alumni association web pages  
- assist with Alumni Association events throughout the academic year  
- provide administrative support and oversee special projects for the BCAA as requested

**SKILL SETS:**  
**Interpersonal Skills:** The Program Assistant will interact with Alumni Association, University Advancement and other Boston College staffs, students and alumni. The Program Assistant must possess a professional, outgoing personality that will be helpful in engaging students and alumni. The ideal candidate for the position will be a goal driven, self-starter with the demonstrated ability to work independently and as part of a larger team simultaneously. The Program Assistant will attend events and may serve as an event manager to oversee logistics and registration, and will provide general support and assistance at BCAA events.

**Technical/Creative Skills:** The Program Assistant will be expected to manage databases and websites, navigate webinar software, work with campus dining and facilities departments, and oversee some administrative support details including the production of nametags, mailings and reports. The Program Assistant may also interact with our Communications & Marketing team in the production of print materials, program related information, and social media.

**Organizational Skills:** Event planning requires meticulous attention to detail and the concurrent coordination of numerous vendors for multiple events. The ability to multitask and to manage time well is essential. Some evening and weekend work is necessary and expected.

**QUALIFICATIONS:**  
- Ability to interact with staff, students and alumni in an appropriate and appealing manner  
- Demonstrated confidence and ability to communicate well with large and small groups  
- Experience in event planning, marketing, and implementation  
- Excellent writing skills  
- Proficiency with MS Word, Excel, PowerPoint  
- Experience with website management software and database software preferred  
- Must be able to work flexible hours including some evenings and weekends

*Preference will be given to applicants willing to make a two-year commitment.*

**COMPENSATION:**  
The compensation for the Boston College Alumni Association position includes an annual stipend of $12,000 from the Alumni Association for the academic year. There is a possibility for some tuition remission credit hours to be awarded by LGSOE for this position which will be determined by LGSOE.

**THE BOSTON COLLEGE ALUMNI ASSOCIATION:**  
The Boston College Alumni Association serves to engage students, alumni, parents and friends to build a deeper connection to Boston College and to support the overall fundraising efforts of the University.