

Graduate Administrative Assistant
10 hr/week
Office for Institutional Diversity

In support of the University and its goals, the mission of the Office for Institutional Diversity is to facilitate efforts to advance and sustain an organizational culture and climate that welcomes diversity, equity and inclusiveness. The Graduate Assistant will possess initiative, high regard for confidentiality, as well as the ability to handle multiple tasks and work with minimal supervision. Have the flexibility and be willing to learn new tasks, as this office is constantly adapting to the needs of the Boston College community while upholding the values and mission of the University.

Qualifications:

- Excellent computer skills, including Microsoft Excel (especially formulas, formatting charts and pivot tables), Word, PowerPoint, and Publisher.
- Excellent organizational, communication and customer service skills.
- Ability to produce high quality correspondence and data analytics reports with accuracy.
- Attention to detail in all tasks and projects.
- Ability to update and maintain departmental website and social media sites (Facebook and Twitter).
- Familiar with Google drive (google, forms, slides, calendar, etc.).
- Experience in editing web-based page layouts, is creative and understands accessibility issues related to web design.
- Experience editing/copywriting for email-based publications is preferred.
- Knowledge of Adobe Experience Manager AEM is preferred.

Responsibilities:

- Assist in the preparation of reports, tables, charts, and other representations of quantitative and qualitative data
- Update and maintain departmental website utilizing AEM
- Provide general office support including answering telephones, copying, scanning, word processing, and giving support for events
- Prepare and proofread HTML and accessible electronic invitations, program descriptions, brochures, flyers
- Create and publish a regular newsletter that incorporates highlights from the Office for Institutional Diversity.

Compensation:

\$18.00 - \$20.00 per hour/10 hours per week.

- This position is paid from an academic year stipend September through May (excluding January).
- Selected graduate student may work during the January break and/or in the summer for additional compensation.

In addition, qualified students may be eligible for up to \$5,000 of total tuition remission. This is a scholarship that may be awarded toward spring and fall semester tuition, provided the selected applicant is enrolled in a degree program in the Lynch Graduate School of Education. Please note: **this is typically a 2-year award, meaning the student receiving half of this scholarship in the first academic year and half in the second academic year.**

For further information or to apply for this position please contact:

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