**Department:** Office of International Programs  
**Position:** Graduate Assistant for International Exchange Program  
**Location:** Hovey House  
**Compensation:** $14 per hour, flexible schedule  
**Hours per week:** 15 hours  
**Position start and end date:** Late August to May

**Description:**
The Office of International Programs (OIP) is looking to hire a graduate assistant to support the International Exchange Student Program. The position may also assist with study abroad programs in Australia and New Zealand.

**Responsibilities:**
This position will report directly to the Exchange & Program Administrator. Primary responsibilities include preparing exchange student applications for review, which involves organizing the collection of application materials, following up with students/partners for missing documents, using the OIP grade translation scale to interpret transcripts, and corresponding with the Office of International Students and Scholars. S/he will work with online platforms to enter students’ information to databases and monitor the OIP exchange email account to respond to student questions or direct to appropriate staff member. The candidate will assist with the coordination of exchange program events such as orientation, farewell luncheon, etc.

In addition, the graduate assistant will provide coverage for the reception during lunch hours or times when the Staff Assistant is absent and work on other projects as assigned by OIP staff.

**Qualifications:**
The ideal candidate will have an understanding of BC student culture and have the communication skills needed to interact with international students from various backgrounds. Candidate must be reliable, possess strong organizational ability and administrative skills with attention to detail, and have interest in and sensitive to other cultures. Proficiency and knowledge of Google Suites required. Prior international experience is preferred.

**E-mail resume and cover letter to:**
Minna Ha  
Exchange & Program Administrator  
hamc@bc.edu  
*Please no phone calls*