Boston College Law School Dean’s Office is looking to hire a Graduate Assistant for the 2020 academic year from end of August 2019 to May 2020. This position will assist the Associate Deans with a wide range of administrative duties (e.g. creating spreadsheets, tracking data, drafting and editing/proofreading documents and correspondence, scheduling meetings, and various project based work). A high degree of professionalism and customer-service orientation is required. Must have excellent oral and written communication skills, attention to detail, problem solving and prioritization/multitasking skills. A can do attitude and a positive outlook is required. Experience with Google Apps and MS Office, Excel, and PowerPoint is preferred and as is the ability to work with different technology to improve efficiency. Must have integrity to handle sensitive and confidential information and the ability to earn trust. The hours are 20 hours a week and the stipend is $4K before tax per semester. This position does not require work-study.

To apply, send your résumé with a cover email to Associate Dean, Heather Hayes, heather.hayes@bc.edu.