BOSTON COLLEGE
OFFICE OF GRADUATE STUDENT LIFE

Murray House Fellows
Position Description

DEPARTMENTAL DESCRIPTION

The Office of Graduate Student Life (OGSL) provides a variety of programs and services designed to promote student success, foster a sense of community, and connect graduate and professional students to resources available at Boston College. The Office of Graduate Student life oversees and works closely with the Graduate Student Association (GSA), a student-run organization which serves graduate students in the College of Arts and Sciences, the Lynch School of Education, the Connell School of Nursing, the Graduate School of Social Work, the Carroll School of Management, and the School of Theology and Ministry. As members of the Office of Graduate Student Life staff, graduate assistants play a critical role in helping to meet the needs of students across all graduate and professional programs at Boston College through programming, outreach, research, and facility management.

POSITION DESCRIPTION

As members of the Office of Graduate Student Life staff, Murray House Fellows (MHF) play a critical role in helping to meet the needs of students across all graduate and professional programs at Boston College through operations/facility management and programming. Fellows are responsible for providing high-quality services designed to provide support to graduate students and enhance their overall experience. The Fellows report to the OGSL Graduate Assistant.

CHARACTERISTIC DUTIES

OPERATIONS

- Serve as first point of contact for student/staff/faculty visitors to Murray Graduate Student Center
- Greet and respond to visitors’ inquiries
- Answer, screen, and transfer phone calls; manage phone messages
- Maintain office and house supply inventories
- Maintain building usage records
- Assist with setup and breakdown of events in Murray Graduate Student Center
- Open and close the Murray Graduate Student Center
- Oversee computer lab and resolve printer/lab issues
- Investigate and report facilities concerns and conditions
- Keep the Murray Graduate Student Center neat, clean, and organized
- Other duties as assigned
**PROGRAMMING**

- Responsible for the coordination and execution of at least one event in collaboration with the Office of International Students & Scholars
- Assist with OGSL/GSA programs and services including **New Graduate & Professional Student Orientation on Thursday, August 22, 2019**, Grad Appreciation Week, and other major programs as assigned
- Periodic projects that support the department projects and programs
- Other duties as assigned

**Employment Criteria**

- Boston College graduate student
- Strong organizational skills and attention to detail
- Ability to effectively manage multiple projects
- Strong communication skills, both written and verbal
- Ability to work on a team and independently
- General knowledge of the University and support services
- Interest in promoting and advancing the mission of the Office of Graduate Student Life
- Positive attitude and willingness to learn

Fellows are expected to work 7-15 hours per week with rare evening and weekend work required. Fellows must be available to work shifts in the Murray Graduate Student Center between the hours of **11am-7pm Monday-Thursday and 11am-5pm on Friday.**

Fellows are paid $12.25 per hour and are appointed for one academic year starting in the fall. Depending on the needs of the Murray Graduate Student Center and the individual Fellow’s schedule, a Fellow may begin at other times during the year. The Murray Graduate Student Center operates in accordance with the Boston College University calendar.

Any student who will be enrolled as a graduate or professional student during the 2019-2020 academic year is eligible to apply.