Department: Office of International Programs (Study Abroad)

Position: Registrar Graduate Assistant (Spring 2019 & Academic Year)

Location: Hovey House

Description/Responsibilities:
The Registrar Assistant will report directly to the Academic Operations Administrator (AOA). Primary responsibilities include preparing a large volume of BC student overseas transcripts for the AOA’s review, and interfacing with partners abroad/BC students/parents/faculty/BC staff about issues related to grading/transcript status. To prepare transcripts, the assistant will use an online application management system – Terra Dotta -- as well as Microsoft Office programs, and office documents used for grade conversion. Another primary responsibility of the Assistant will be to assist in the evaluation of Boston College study abroad programs. The Assistant will also be required to monitor a special OIP e-mail account and answer e-mail and other inquiries on a regular basis. Other duties include processing/monitoring OIP final paperwork for all students going abroad, and assisting with the course registration process for students departing/already abroad. Other tasks assigned as needed.

Qualifications:
The ideal candidate will possess strong organizational skills and be attentive to detail. He/she should have the ability to work efficiently and independently in a fast-paced environment. Applicants should have the communication skills needed to interact with a variety of people in a professional manner, including faculty/staff abroad. Candidate must be very reliable and possess the ability to multi-task. Computer proficiency and knowledge of Microsoft Office required. Proficiency with the survey tool Qualtrics preferred. Study abroad background desirable but not required. 15 hour/week commitment.

Stipend/Compensation:
- $14/hour salary (paid via monthly stipend for the semester)

Additional Information/Contact Information:
Candidate may assist summer programs logistics in addition to the Registrar Assistant responsibilities.

Please email your resume and cover letter to: kimaoh@bc.edu
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http://www.bc.edu/international