JOB POSTING (AY2019-2020)
Thea Bowman AHANA and Intercultural Center

The mission of the Thea Bowman AHANA and Intercultural Center is to model servant leadership to students and to provide a broad array of services that nurture their academic, social, cultural and spiritual development. While the traditional target group of the office is students who enter Boston College through the office’s six-week summer Options Through Education Program, the office’s vision is to reach out and embrace all students in an attempt to help them actualize their dreams, fulfill their potential and become servant-leaders. The Thea Bowman AHANA and Intercultural Center provides quality programs and services aimed at responding to the continuum of needs of students.

BAIC Ambassador

Reports to the Associate Director and the Administrative Assistant. The BAIC Ambassador will assist the office in the following areas:

Duties

- Provide a welcoming and inclusive environment to all BAIC visitors.
- Promote and market BAIC events and programs.
- Answer telephone in a professional and courteous manner.
- Greet and log visitors using a swipe system.
- Monitor Bowman Center email.
- Schedule advising meetings and triage students to appropriate resources.
- Assist students, faculty, staff, administration and others visiting the office by responding to questions and concerns.
- Organize and maintain office area, lounge and storage closets.
- Deliver materials to other offices across campus.

- Assist in the preparation and distribution of reports and mass mailings.
- Check voicemail for messages at least three times a day.
- Other tasks as assigned.

Supervision Received

The Ambassador will report directly to the Administrative Assistant in the Thea Bowman AHANA and Intercultural Center.

Qualifications

- Undergraduate student in good academic standing at the University.
- Student who takes initiative and is accountable for their actions.
- Student with enthusiasm and energy around our mission, services, and the students we serve.
- Must have excellent computer skills in MSWord, Excel, PowerPoint, Google applications and BC applications.
- Strong organizational skills and the ability to communicate effectively.
- Ability to interact and deal effectively with a diverse population.
- Delivering materials to other offices across campus.
- Graphic design experience preferred

**Salary and hours**
$12/hour up to 7hrs a week