Boston College
Office of Student Involvement
Summer Student Employment Opportunity

Position
Program Ambassador

Objective
1. Provide reception, clerical, and general office support for professional office staff initiatives
2. Gain professional, leadership, and peer advising skills.
3. Provide assistance for campus-wide, student organization event planning

Start/End Dates
Wednesday, May 22, 2019 – Friday, August 23, 2019 (must be available to work the weeks of August 5 & August 19)

Time Commitment
29 hours per week/summer (unless other arrangements are made)

Characteristics, Duties and Responsibilities
1. Answer phones and greet visitors
2. Schedule appointments for staff
3. Assist staff with projects and other clerical office work as necessary
4. Participate in the OSI information table at weekly Orientation Parent Fair
5. Maintain confidential information
6. Represent OSI in and outside of the office
7. Advocate, promote, and be a resource for MyBC, the campus engagement network for Boston College
8. Able to communicate with and advise student leaders through university and OSI policies, procedures, and resources
9. Serve as a primary resource for student organization event planning and other inquiries; assess level of student need and refer as necessary

Supervision Received
Supervision is received from the Administrative Assistant/Associate Director

Qualifications and Skills Required
1. Excellent communication and customer service skills required
2. Strong organizational skills
3. Sound judgment and decision-making skills
4. Exercise interpersonal and collaborative skills
5. Able to work both independently and as part of a team
6. Administrative office experience preferred
7. Experience maintaining confidential information preferred
8. Proficiency with Microsoft Word, Microsoft Excel, and MyBC preferred

NOTE: Applicants must have and maintain a 2.5 GPA

To Apply Contact Cathy Jamieson in OSI at cauleyc@bc.edu
Boston College
Office of Student Involvement
Carney Hall, Suite 147
617-552-3480