

## Office of Graduate Admissions, Financial Aid & Student Services

### Financial Aid Graduate Assistant

#### Stipend/Salary/Compensation/Remuneration:

Length of position: June 1, 2018 through August 31, 2018  
Hours per week: 20 hours/week  
Compensation: \$4,350 stipend (paycheck) and 3 credits of tuition scholarship (\$4,434)

#### Description of Position and Duties:

- Assist the Associate Dean of Graduate Admissions & Financial Aid with the coordination of any events and projects.
  - Assist Graduate Admissions & Financial Aid Assistant with processing & emailing appointment letters, documenting compliance for Graduate Assistants and creating data records and reports.
  - Work closely with the Graduate Office staff and other Graduate Assistants in order to answer questions for applicants, potential applicants, and current students on the phone and in person.
  - Responsible for becoming well-informed in Federal Financial Aid and Lynch School/Boston College scholarships and resources.
  - Must be agile in use of the web and other technologies in order to be trained in the use of the Lynch Graduate School's application and database systems.
  - Be available to work 10 hours per week during office hours, Monday through Friday 9:00---5:00 and assist with office coverage.
  - Graduate Assistants have the same days off as university employees,
  - This position reports to the Admissions & Financial Aid Assistant
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#### Requirements/Qualifications of Applicant:

- Must be a graduate student in the Lynch School of Education.
- Must be comfortable speaking with applicants and current students and sometimes their parents.
- Strong written, verbal, and interpersonal communication skills.
- Must be able to problem-solve.

- Experience with computer software such as Excel and Word and aptitude to learn new computer applications (Folderwave, FilemakerPro, Embark, Canvas, Slate).
- Possess strong customer service and time management skills as well as superior attention to detail and a **sense of humor**.
- Prior office experience is preferred, but not required.

If interested please contact:

[gsoe@bc.edu](mailto:gsoe@bc.edu)