



BOSTON COLLEGE

A Jesuit Catholic University

Boston College, Department of Human Resources, More Hall 315, 140 Commonwealth Avenue, Chestnut Hill, MA 02467-3819
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**We are currently inviting applications for the following opportunity
Please apply online directly at www.bc.edu/bcjobs**

Department: Graduate School of Social Work

Position: Assistant Director for Student Services for PhD Program

Job ID: #8220

Hiring Range: Prorated hiring range based on 26 hours per week is \$28,600.00 - \$32,000.

Job Description:

Reporting to the Associate Dean for Academic and Student Services, Assistant Director for Student Services for the Doctoral Program provides customer service to approximately 50 doctoral students of the Graduate School of Social Work. S/he assists the Chair of the Doctoral Program in any tasks thought appropriate for furthering the above mission. Assistant Director for Student Services for the Doctoral Program is the primary contact for prospective students, consulting with the Chair of the Doctoral Program regarding the recruitment of the most talented prospective students, and advising continuing students on program requirements and cross-registration options. S/he also has primary responsibility for maintaining and updating student and course information in the University information system (UIS) for all GSSW student records and courses (MSW and Doctoral).

This is a 26 hours a week part-time position. Occasional evening hours may be required. Annual travel to the Society for Social Work and Research (SSWR) Conference required.

Requirements:

Bachelor's required. Master's degree in Social Work, Education, Business Administration, or equivalent is preferred. 3-5 years supporting or coordinating an academic program preferred. Experience with Folderwave or similar admissions software preferred. Must possess strong organizational, interpersonal, and communication skills and be proficient with Microsoft Office Suite (including Word, Excel, PowerPoint, and Access). Must be self motivated, able to work independently and as part of a team, and possess the ability to manage work priorities and meet deadlines. Attention to detail is essential as well as creative problem solving skills.

CAREER OPPORTUNITIES IN A COMMUNITY WHERE EVERY PERSON IS VALUED AND RESPECTED.
Boston College is an Affirmative, Action, Equal Opportunity Employer.