

MET International

Job Posting – Student Worker for International Business Development

Duties include

- Assist office staff with international partnership development
- Researching higher education markets abroad and prospective institutions abroad
- Perform and summarize complex data for staff and faculty review
- Manage multiple international initiatives in coordination with the International Business Development team
- Special projects as assigned

Requirement

- Exceptional web research skills
- Excellent communication and project management skills
- Demonstrated ability to analyze, assess and summarize complex data
- Academic and web research experience
- Computer skills (Microsoft Office)

Preferred Qualifications:

- Study abroad experience, multilingual
- Knowledge of US and international higher education topics
- Ideally has availability throughout the entire summer with the possibility to extend into the upcoming academic year.

To apply, please send cover letter, resume, and writing sample to Katherine Dunkerley at kld2@bu.edu. Approximately 15 hours/week. Located at BU Central. \$10.25/hour.