



## **Dance – Graduate Assistant**

### **One Position Available**

### **Start Date: Fall, 2016**

#### **Description:**

The dance program has one opening for a two-year Graduate Assistantship for the 2016-2018 academic years. The position includes a 20-hour workweek, which lasts from September 1<sup>st</sup> to May 31<sup>st</sup>. The award consists of 8 credits of tuition remission, or half-tuition, per semester and a stipend paid over a nine-month period. Additional tuition remission for 1-2 Summer Session I courses is negotiable. We are asking for a 2-year contract.

#### **Responsibilities may include but are not limited to:**

- Assisting the Director of Dance
- Marketing dance programs
- Management of dance facilities
- Event planning, including coordinating dance concerts: 2 student (1 Fall, 1 Spring), and 1 Residency. Also assisting with the coordination of the faculty concert in early October
- Maintain web page (knowledge of Wordpress is helpful)
- General office responsibilities include maintain databases and handling correspondence
- Assist in training and supervising of undergraduate dance office assistants
- Based on experience, may include teaching responsibilities

#### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university
- Accepted to a graduate degree program at Boston University
- Knowledge of dance field
- Office experience
- Experience in Microsoft Word and Excel (required) and working knowledge of Adobe InDesign and Photoshop (preferred)
- Demonstrated ability to be self-motivated, creative, imaginative, in a busy office

#### **Application Process:**

If interested, please send a copy of your acceptance letter, a cover letter, and resume to:

Micki Taylor-Pinney

Director of Dance

Department of Physical Education, Recreation & Dance

915 Commonwealth Avenue

Boston, MA 02215

617-353-1597 | [mtaypin@bu.edu](mailto:mtaypin@bu.edu)

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