

GRADUATE ASSISTANTSHIP IN DANCE:
DEPARTMENT OF PHYSICAL EDUCATION, RECREATION AND DANCE AT
BOSTON UNIVERSITY

(Search open until position is filled)

The dance program has one opening for a two-year Graduate Assistant for the 2022-2024 academic years. The 23-month position includes a 20-hour workweek, which lasts from July 1, 2022 to May 20, 2024. The award consists of 8 credits of tuition award per semester, including summer (4 credits per half summer), and a monthly stipend of \$1250 paid weekly. We are asking for a 2-year agreement.

Duties include:

- 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 and social media sites
- General office responsibilities include maintaining databases and handling correspondence.
- Learning and operating registration software system (VSI)
- Assist in training and supervising undergraduate dance office assistants.
- Based on experience, may include teaching responsibilities.
- Other duties, as assigned.

Qualifications:

- Knowledge of dance field.
- Office experience; working in university helpful
- Experience in Microsoft Word and Excel (required); working knowledge of Adobe InDesign and Photoshop, and with Canva (preferred).
- Demonstrated ability to be self-motivated, creative, imaginative, and must enjoy working in a busy office.

Eligibility:

Any student that has been **accepted** to a **graduate degree** program at Boston University is eligible.

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

Micki Taylor-Pinney, mtaypin@bu.edu or to Director of Dance, Department of Physical Education, Recreation and Dance, 915 Commonwealth Avenue, Boston, Massachusetts 02215. For more information, please call (617)353-1597.