

**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 2024-2026 academic years. The 23-month position includes a 20-hour workweek, which lasts from June 24<sup>th</sup>, 2024 to May 20<sup>th</sup>, 2026. The award consists of 8 credits of tuition award per semester, including summer (4 credits per half summer), and a monthly stipend, paid weekly. We are asking for a 2-year commitment.

Duties include:

- Assisting the Coordinator and two Assistant Coordinators of Dance
- Learning and operating registration software system (VSI); scheduling non-credit classes and private training sessions in the department's system
- Marketing dance programs; contribute to maintaining web page and social media content, specifically in the summer months
- General office responsibilities, including maintaining databases and handling correspondence with our instructors, students, and others using the dance program's email account
- Assisting with *Reach*, a summer dance program; creating a Final Report in InDesign
- Help with 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
- Ability to prioritize tasks and adapt to changes
- Strong attention to detail

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 with two references to:

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