

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 2026-2028 academic years. The 23-month position includes a 20-hour workweek, which lasts from July 1st, 2026 to May 21st, 2028. 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 Manager 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
- 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:

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

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