



Boston University School of Public Health
Department of Global Health

Part-time Administrative Assistant Department of Global Health

The Department of Global Health at SPH is now hiring a MPH student for a part-time Administrative Assistant. This is a great opportunity for students to join a vibrant team and get further involved with the Department. The position will mostly be for summer hours but applicants must be available Tuesdays and one other day throughout the rest of the semester to shadow the current Administrative Assistants.

This position is central to the functionality of the whole office. In addition to managing daily and weekly tasks, it also entails trouble-shooting and fielding questions or needs for faculty, staff, students, and visitors.

Responsibilities:

- Assist in event and meeting management, including booking rooms, setting up, providing audio-visual assistance as needed, food/drink ordering, and breaking down
- Manage calendars for conference rooms in the department
- Assist in communications, including composing emails, making flyers, website design and upkeep
- Greet visitors/callers, handle their inquiries, and direct them to appropriate person
- Assist Department/Center faculty and staff with administrative, research and course related needs
- Operate and troubleshoot office equipment: fax machines, copiers, printers, computers and phones
- Assist with financial reconciliation tasks for faculty/staff
- Problem solve and respond quickly to requests
- Responsible for maintaining overall office tidiness in copy area, communal kitchen, conference rooms
- Conduct searches to find additional information for general office or specific faculty/staff requests
- Work closely with the Assistant Director of the Department, the Events and Communications Specialist of the Department, and the Financial Coordinator of the Department
- Take on additional office projects as needed

Qualifications:

- Excellent interpersonal skills and willingness to interface with other departments, individuals, and vendors via face to face, phone, and email communication.
- Proficiency in time-management and multi-tasking
- Ability to work as a part of a larger team
- Discretion in handling confidential information
- Attentive to detail, particularly in financial projects
- Experience with WordPress, Microsoft Outlook Calendars, Microsoft Office
- Current MPH student at SPH
- Ability to work with a flexible schedule during the summer months

Hours: Between 8-20 hours per week

Please email your cover letter and Resume/CV to jrestivo@bu.edu with the subject **DGH Student Admin Position – Your name**