



Schedule Requirements:

Graduate Assistant will work collectively with the Member Services and Facilities teams to cover all FitRec building hours. In addition to regular office hours, these shifts include weekday opening (5:30-11:30am), weekday closing (4:30-11:30pm), weekends (7:30am-3:30pm or 2:30-10:30pm), and potential holidays. Reasonable exceptions can be made for academic classes, internship or other school-related conflicts.

Qualifications:

- Bachelor's degree from an accredited college or university
- Previous experience in customer service is required
- Strong communication skills, both written and verbal
- Experience with Microsoft Office (Word, Outlook, and Excel) required. Database management experience (VSI RecTrac) preferred
- Supervisory experience (including training, task delegation and follow-up) preferred
- Ability to multi-task and prioritize
- Able to be self-motivated, creative, and deadline oriented
- Able to work independently as well as within a team/group
- Must be accepted into a graduate degree program at Boston University

Application Process:

To apply, please send a resume, cover letter, program acceptance letter, and two references/letters of recommendation to:

Keith Kantor
Manager of Member Services
Department of Physical Education, Recreation & Dance
915 Commonwealth Avenue
Boston, MA 02215
kkantor@bu.edu
