

The Gastronomy Program is seeking one Graduate Assistant for Spring 2012. Please see the description below. This GA position is worth \$2500 and entails 10 hours of work per week for the duration of the semester (15 weeks).

The terms of the Graduate Assistantship require that you:

- Be an MLA in Gastronomy degree candidate
- Maintain a GPA of 3.0
- Be eligible to work in the United States
- Perform the duties as assigned for the number of hours agreed

Gastronomy Communications GA Position

Skill set:

- Excellent written and oral communications skills
- Basic knowledge of Wordpress, Photoshop, HTML and Excel would be a bonus
- Keen editing capabilities
- Self-motivated, task oriented & organized
- Good project management skills

Duties:

- Alumni outreach
- Writing alumni, student and faculty profiles
- Writing copy for the Gastronomy blog
- Recruiting contributors from the Gastronomy community
- Managing and editing blog content
- Liaison with Met marketing for program marketing materials
- Helping organize and run events
- Office assistance

Candidates should write a cover letter indicating their interest in this topic as well as the skills they feel they would bring to the position. Please send your letter and a CV (please put them together as one pdf file with your last name at the start of the file name) to gastrmla@bu.edu by December 9, 2011.