Assistant Director for Living-Learning Communities & Residential Leadership

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Roman Catholic and Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, modeling and encouraging responsible and ethical behaviors in conformity with the religious and moral principles of the Roman Catholic Church, engaging residents in conversations regarding respect for cultural diversity, and creating safe, well-managed learning environments where students can seek the greater good in conformity with the Jesuit tradition of service to others.

Under the leadership of the Associate Vice President and Director of Residential Education and Director of Operations, the department consists of 40 professional staff members, 23 graduate positions, 192 RAs, and additional student employees.

Basic Functions and Responsibility

The Assistant Director (AD) of Living-Learning Communities and Residential Leadership provides oversight and support for various academic initiatives, student leadership, and formation focused programming within Residential Life. The AD, in conjunction with the Associate Director of Living-Learning Communities and Assessment, collaborates and strategizes with the residential life staff as well as faculty, campus partners and greater community constituents. The AD directly oversees aspects of the Living-Learning Communities and the Residence Hall Association where the goal is the development of strong, welcoming residential communities with a focus on learning and leadership. In addition, the hope is to also have students who respond to opportunities for reflection, seek to make good decisions, and develop a deeper commitment to their intellectual lives.
Primary Areas of Responsibility

The Assistant Director, in conjunction with the Associate Director Living-Learning Communities and Assessment, will be responsible for all operations regarding Living-Learning Communities, the Residence Hall Association, and all large-scale academic initiatives and formation based programming.

In conjunction with the Associate Director of Living-Learning Communities and Assessment, the Assistant Director supervises, supports, trains, and hires appropriate staff. The Assistant Director also plays a role in the selection of the Resident Directors, Resident Assistant staff, and graduate staff assigned to work with academic integrated and formation based programs. These individuals, in turn, will each have a strong commitment to and understanding of the university’s mission regarding the formation of students. These individuals will also have proven excellence in working directly with students and in developing successful and meaningful programs and approaches for students. Lastly, these individuals will be outstanding role models in their behavior and personal lives.

It is expected that this position maintains regular office hours Monday through Friday and will periodically work on nights and weekends for essential responsibilities throughout the year.

The Assistant Director of Living-Learning Communities (LLC) and Residential Leadership is responsible for:

- Direct supervision of the Graduate Assistant for Living-Learning Communities
- Direct oversight of the implementation of first-year and upper class Living-Learning Communities
- Meeting quarterly with LLC stakeholders to intentionally evaluate, revise, and strengthen LLC programs
- Providing support to the Residential Life staff in their efforts to plan and provide LLC programming and initiatives for residents

In conjunction with the Associate Director of Living-Learning Communities and Assessment, the Assistant Director will:

- Develop an operational framework for LLC’s including mission statements, learning outcomes, and annual assessment practice
- Identify and develop collaborative, working relationships with faculty, campus partners, and greater community constituents that support academic success
- Coordinate the marketing, application, and selection process for upper-class LLCs (Spring) and first-year LLCs (Fall)
- Provide year-round training and guidance to Resident Directors and Resident Assistants who work with LLCs
- Initiate outreach to Residential Life staff and campus partners to discuss opportunities, issues and strategies to promote student learning
- Implement assessment techniques regarding student learning, training experiences and program initiatives and utilize data to adjust practices related to program interventions
- Oversee the Living-Learning Community budget
Residence Hall Association

The Assistant Director of Living Learning Communities and Residential Leadership is responsible for:

- Oversight of the leadership initiatives, training and advisement of the overarching Residence Hall Association (RHA) including individual residence hall councils (RHC’s) and Sophomore Leadership Council (SLC)
- Supervision of the RHA Graduate Assistant and functional supervision for (3) professional staff advisors regarding the oversight of RHA executive board and councils
- Development and oversight of leadership initiatives, campus wide programming, late night programming, community service events, and care package distribution
- Provide functional supervision of (6) Programming Graduate Assistants in the area of Residence Hall Council advisement
- Oversight of branding and marketing efforts for RHA
- Allocating and managing the RHA budget of approximately $30,000 per year

On-Call Responsibilities

The Assistant Director of Living-Learning Communities and Residential Leadership is responsible for the following aspects of crisis response:

- Participate in the university Crisis Response duty rotation
- Respond to students and parents on Residential Life issues or concerns
- Assist with duty during sporting and special events such as Senior Week which may be on weekends or in the evening hours
- Acts as a liaison with Boston College Police Department, University Counseling, the Dean of Students and other constituents

Qualifications

- Bachelor’s degree required, Master’s degree in Higher Education, Counseling, or a related discipline preferred
- A minimum of 3-5 years prior residence hall experience, on a professional level or other significant professional experience working with young adults
- Comprehension and appreciation of the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College and a willingness to express and abide by those values and mission
- Demonstrated knowledge and commitment to issues of equity, diversity, and inclusion
- Experience working with Living-Learning Communities and/or Residence Hall Associations
- Strong leadership, communication skills, and interpersonal skills with a proven success in leading programs and delivering outcomes for college student
- Demonstrated experience in counseling and mentorship of college-aged students
- Demonstrated understanding of student development theory
- Ability to use current technology to effectively connect with students
Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office of Institutional Diversity at http://www.bc.edu/offices/diversity.