### Staff Position Description

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Facilities Inspector 2015 (FI)</th>
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<tbody>
<tr>
<td><strong>Reporting Line:</strong></td>
<td>Facilities Inspectors report directly to the Manager of Quality Assurance</td>
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<td><strong>Hours/Week:</strong></td>
<td>Full-Time 29 hours/week</td>
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<td><strong>Date Range:</strong></td>
<td>May 9, 2016 – August 26, 2016</td>
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### 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 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, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees.

### Facilities Inspectors Job Responsibilities

Facilities Inspectors are responsible for ensuring dorm rooms are in move-in condition for various summer activities and the start of the Fall Semester. Employees should be prepared to work with a variety of technologies, be responsible and reliable workers, and have a keen eye for detail. Facilities Inspectors live and work together for the entire summer. Prospective employees should be able to get along with a variety of personalities and work within a group setting.
Facilities Inspectors Job Duties:
- Inspection of dormitories, academic buildings, general grounds upkeep, and the management of vast amounts of data.
- Data collection and entry, costs and material reports, asset retrieval and organization, and painting dorms.
- Work closely with a variety of departments to successfully execute summer operations.

Transition Dates:
- Transition 1 and Reunion Weekend: 5/17/16 – 6/5/16
- Transition 2: 6/24/16
- Move to Fall Placements: 8/17/16