Staff Position Description

Title: Utilities Trades/ Carpentry Shop 2016 (FS)

Reporting Line: Utilities Trades and Carpentry Employees report directly to the Foreman and Assistant Foreman of the Carpentry shop

Hours/Week: Full-Time 29 hours/week

Date Range: May 9, 2016 – August 26, 2016

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.

Utilities Trades and Carpentry Job Responsibilities:

Utility Trades students 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 tools (Drills ETC) and should be responsible and reliable workers.
Utilities Trades and Carpentry Job Duties:

- Primary responsibilities include:
- Filter changes,
- Painting, small facilities projects
- Tasks that the Facilities Services department requires during summer operations
- Other duties as assigned

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