Staff Position Description

Title: Technology Coordinator 2016 (TC)
Reporting Line: The Technology Coordinator reports directly to the Staff Assistant for Summer Housing and Transitions
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

Technology Coordinator Responsibilities:
The Technology Coordinator works closely with all coordinators to assist and execute all technology needs of the Summer Office. They will be responsible for learning multiple types of software essential for Summer Operations.

Technology Coordinator Duties:
- Access management and IT management responsibilities
- Prepare access cards for incoming groups using CSGold
- Manage long-term access plans and door schedules for extended-stay groups
- Utilize UIS to setup in-room phone lines
- Maintain professional relationship with Auxiliary Services and Student Services staff
- StarRez maintenance, testing, and QA work
• Setup group email accounts in Outlook
• Maintain and utilize Schedulefly
• Periodic maintenance to ResLife wikis
• FileMaker Pro troubleshooting
• Be on duty regarding the coordinator on-call
• Update and maintain Technology and Welcome Wagon Coordinator Binder.
• Other duties as assigned

Technology Coordinator Standard Hours:
• Monday through Friday from 9:00 AM – 5:00 PM.
• Lunches are unpaid, and vary between 30 minutes and 1 hour.
• Receive 7 days unpaid Vacation Time to be submitted before June 7, 2016. No more than 2 staff members off at the same time.
• Absolutely no overtime is allotted in this position

Transition Dates:
• Transition 1 and Reunion Weekend: 5/12 – 5/31
• Transition 2: 6/20
• Transition 3: 8/1
• Move to Fall Placements: 8/19