Boston College Experience Program

Program Coordinator Job Description – Summer 2016

Overview: The Boston College Experience Program is a six-week program for high school students to take classes, attend college visits, and partake in a variety of co-curricular and social programs. The Program Coordinator (4 positions) serves as a mentor and facilitator for all components of this program. The focus of the program is on preparing our students for the college search process and their first year of college.

Compensation: Program Coordinators receive on-campus housing for the duration of the program and training (from June 1, 2016 – August 8, 2016), a meal plan, and are paid a $3000 stipend.

Essential Functions: This is a live-in student leadership position which reports directly to the Program Director and supports the overall mission of the BCE program through: (1) supporting the general operation of the residence hall, (2) facilitating an environment that contributes to the academic, social, cultural, and spiritual development of students, (3) introducing students to various academic and administrative resources of Boston College, (4) facilitating the success of co-curricular activities, late night programs, and weekend trips in order to build group dynamics, foster interpersonal relationships, and develop personal identity, (5) direct supervision of and responsibility for developing and maintaining positive on-going relationships with a staff eight-to-ten Resident Advisors and one hundred students throughout their participation in the BCE program. This year’s program will begin on Sunday, June 26, 2016 and end on Saturday, August 6, 2016 (staff orientation, training, and program preparation will be from June 1, 2016 – June 25, 2016).

Responsibilities:

- Plan and facilitate staff training as part of a leadership team for ten student staff members
- Provide direct and functional supervision for ten student staff members under the guidance of the Program Director
- Plan and facilitate weekly staff meetings
- Conduct weekly one-on-one meetings with each student staff member
- Participate in the weekly 24 hour duty schedule, which will include being on call as a first responder for two weeks during the program. This includes being within 15 minutes of campus in order to respond to incidents on campus to support staff and students.
- Coordinate the design and implementation of key components of the program including but not limited to:
  - Supervise and provide support for the programming responsibilities of student staff members
  - Coordinate and supervise weekly college visits
  - Coordinate and supervise the Discover Boston series to take students into Boston and the surrounding area
  - Attend and facilitate weekly seminars (various times during the week)
o Oversee the facilitation of regular (at least one a week) guided discussions with assigned students in small groups – topics may include; the college search process, homesickness, potential academic and personal hardships in the program and in college, being your authentic self, aspects of social identity, and more

- Must be present in the residence hall at least four nights per week - it is an expectation that the Boston College Experience is your primary responsibility
- Develop and maintain meaningful and appropriate relationships with residents and student staff members through frequent intentional conversations and informal interactions
- Serve as a role model for students and strictly adhere to all Boston College policies in the Boston College Student Code of Conduct (www.bc.edu/studentconduct) as well as all program policies as outlined in the BCE Staff Manual
- Hold daily office hours Monday through Friday (hours may vary based on night and weekend responsibilities)
- Weekly one-on-one meetings with Program Director
- Other duties as assigned

Important Dates:
Staff members are expected to maintain a presence on campus and in the residence hall throughout the duration of the program. There will be free time to enjoy your summer, get off campus, and visit friends as well but it is important that we are present and attentive to our students. There will be several dates that you are required to be on campus including but not limited to the following:
- Wednesday, June 1, 2016 – Program Coordinators move in to BC residence hall
- Sunday, June 19, 2016 – All staff members move in to Boston College residence hall for training by 5pm
- Monday, June 20, 2016 – Saturday, June 25, 2016 – BCE Staff Training
- Sunday, June 26, 2016 – BCE Students move in and orientation (all day)
- Monday, June 27, 2016 – August 5, 2016 - Official Program Dates
- Sunday, July 31, 2016 – Closing dinner
- Saturday, August 6, 2016 – Students must move out by 12pm
- Tuesday, August 9, 2016 (by 5pm) – Staff moves out of residence hall

Required Skills, Knowledge & Abilities:
The successful candidate will have demonstrated ability and desire to work with a diverse student population and in a team environment. Candidates must be able to connect with and develop authentic mentoring relationships with high school age students (15-18 years). This position will require working well on a team, effective planning, organizing, and administrative details. Successful applicants will possess significant experience working with students in a leadership capacity. Preference will be given to current Boston College students in good academic and disciplinary standing with the University and their academic department. Graduate students with experience in residential life and student affairs are preferred.

All Applications MUST be submitted electronically: Interested applicants complete the online application found at www.bc.edu/summer, and submit a recent résumé, and the name, address, telephone number, and e-mail addresses of three references. All materials can be submitted to the Boston College Experience at bce@bc.edu.