Boston College Experience Program

Peer Advisor 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 Peer Advisor 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: Peer Advisors (PAs) be paid a $2000 stipend and will also receive on-campus housing for the duration of the program and training (seven weeks from June 19, 2016 – August 6, 2016) and a meal plan.

Essential Functions: This is a live-in student leadership position which reports directly to the Program Coordinators, and indirectly to the Program Director. The PA 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 weekday/weekend trips in order to build group dynamics, foster interpersonal relationships, and develop personal identity, (5) direct responsibility for developing and maintaining positive on-going relationships with six-to-ten assigned 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 and training will be from June 19, 2016 – June 25, 2016.

Responsibilities:

- Attend weekly staff meetings
- Participate in the weekly duty schedule, which will include one base night per week and weekend nights on a rotating schedule; duty lasts from 8pm - 7am
- Programming responsibilities will include but are not limited to social programs on each base night, as well as more elaborate programs on weekend duty nights (to be planned with the help of BCE Coordinators)
- Attend and participate in staff training from June 19 through June 25
- Attend at least two college visits (on Fridays) as chaperones for the BCE students
- Attend at least two weekend trips as chaperones for the BCE students
- Attend weekly seminars (tentatively scheduled for Thursday afternoons)
- Must be present in the residence hall at least four nights per week, which can include duty nights
• Facilitate regular (at least one a week on Sunday evenings) 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
• Weekly one-on-one meetings with Program Director and/or Coordinators
• Weekly one-on-one meetings with each resident from your small group
• 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
• 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. Since we are managing a program for minors, it is important for staff members to have a consistent presence on campus. There will be several dates that you are required to be on campus including but not limited to the following:
• 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
• Sunday, August 7, 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 (16-18 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. Applicants should be current Boston College students in good academic and disciplinary standing with the University and their academic department.

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