Boston College Experience (BCE) Challenge Program

Resident Program Coordinator Job Description – Summer 2017

Overview: The Boston College Experience Challenge Program includes a consecutive series of two and three-week programs for rising high school sophomores, juniors and seniors to take specifically designed subject seminars for no credit and partake in a variety of co-curricular and social programs. The focus of the programs is to provide students a preview of the “college experience” and introduce them to possible college majors.

Position: The BCE Challenge Program Coordinator (multiple positions) serves as a mentor and facilitator for all components of these two programs.

Compensation: Program Coordinators receive on-campus housing for the duration of the program and training (June 4, 2017 – July 30, 2017), a meal plan, and a $3000 stipend.

Essential Functions: This is a live-in student leadership position, reporting directly to the Program Director. This position supports the overall mission of the BCE program through operational oversight of activities related to the student residential experience. This position also has direct supervision over a group of resident peer advisors and approximately 50 BCE students through their participation in the programs. The Program coordinator is also expected to facilitate an environment that contributes to the academic, social, cultural, and spiritual development of the BCE students by introducing them to various academic and administrative resources of Boston College. The coordinator is responsible for 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. This year’s program will begin on Sunday, June 25, 2017 and end on Saturday, July 29, 2017 (staff orientation, training, and program preparation will be from June 4, 2017 – June 24, 2017).

Responsibilities:
- Plan and facilitate staff training as part of a leadership team for ten peer advisors
- Provide direct and functional supervision for ten student staff members under the guidance of the Director of Summer Session.
- Plan and facilitate weekly staff meetings with resident peer advisors
- Conduct weekly one-on-one meetings with each resident peer advisor
- 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:
  - Programming responsibilities of resident peer advisors members
  - Weekly college visits
  - Discover Boston series to take students into Boston and the surrounding area
- Attend and facilitate weekly seminars (various times during the week)
- 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

- 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 Director of Summer Session
- Other duties as assigned

Residential Expectations and Important Dates:
Staff members must maintain a presence on campus and in the residence hall throughout the duration of the program. Must be present in the residence hall at least four nights per week - it is an expectation that the Boston College Challenge Experience is your primary responsibility. 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 are several dates that you are required to be on campus including (but not limited to) the following:

- Wednesday, June 1, 2017 – Program Coordinators move in to BC residence hall
- Sunday, June 18, 2017 – All staff members move in to Boston College residence hall for training by 5pm
- Monday, June 19, 2017 – Saturday, June 24, 2017 – BCE Staff Training
- Sunday, June 25, 2017 – BCE Challenge Two Week Program Students move in and orientation (all day)
- Saturday, July 8, 2017 – BCE Challenge Two Week Program Students must move out by 12pm
- Sunday July 9, 2017 – BCE Challenge Three Week Program Students move in and orientation (all day)
- Saturday, July 29, 2017 – BCE Challenge Three Week Program Students must move out by 12 pm
- Sunday, July 30, 2017 (by 5pm) – BCE Challenge Three Week Program Staff moves out of residence hall

Required Skills, Knowledge & Abilities:
Bachelor degree required, master’s or doctoral degree (or candidate status) preferred. 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.