Boston College Experience HONORs Program

Resident Program Coordinator Job Description – Summer Session, 2017

Overview: The Boston College Experience HONORs (BCE HONORs) Program is a six-week program for high school juniors and seniors designed to allow them to take classes, attend college visits, and partake in a variety of co-curricular and social programs meant to expose them to college life. The focus of the program is on preparing our students for the college search process and their first year of college.

Position: The BCE HONORs Program Coordinator (multiple positions) serves as a mentor, organizer and facilitator for all components of this program.

Compensation: Program Coordinators receive on-campus housing for the duration of the program and training (from June 4, 2017 – August 6, 2017), a meal plan, and a $3000 stipend.

Essential Functions: This is a live-in student leadership position, reporting directly to the Director of Summer Session. This position supports the overall mission of the BCE HONORs program through oversight of operations and policies related to the student residential experience. This position also has direct supervision over a group of resident peer advisors and approximately 50 BCE HONORs high school students through their participation in the programs. The BCE HONORs Program coordinator expectations also including facilitating an environment that contributes to the academic, social, cultural, and spiritual development of the BCE HONORs students by introducing them to various academic and administrative resources of Boston College. The coordinator is also responsible for managing 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, August 5, 2017 (program coordinator staff orientation, training, and program preparation will run from June 4, 2017 – June 24, 2017).

Responsibilities:

- Plan and facilitate staff training as part of a leadership team for student peer advisors
- Provide direct and functional supervision for peer advisors under the guidance of the Director of Summer Session
- Plan and facilitate weekly staff meetings with peer advisors
- Conduct weekly one-on-one meetings with each 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:
  - Supervise and provide support for the programming responsibilities of student peer advisors 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)
  - 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

Residency Requirements and Important Dates:
Program Coordinators must be present in the residence hall at least four nights per week - it is an expectation that the Boston College HONORs Program is your primary responsibility. BCE HONORs staff members must maintain a regular 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:
• Saturday, June 4, 2017 – Program Coordinators move in to BC residence hall to begin orientation and planning
• Sunday, June 18, 2017 – Peer Advisors members move in to Boston College residence hall for training by 5pm
• Monday, June 19, 2017 – Saturday, June 24, 2017 – BCE HONORs Peer Advisor Training
• Sunday, June 25, 2017 – BCE HONORs Students move in and orientation (all day)
• Monday, June 26, 2017 – August 4, 2017 - Official BCE HONORs Program Dates
• Saturday, August 5, 2017 – Students must move out by 12pm
• Tuesday, August 9, 2017 (by 5pm) – 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