Options Through Education (OTE) Transitional Summer Program

Position: Preceptor

Description: Full-Time, Summer Preceptor & Student Leader Position (8 Positions)

Dates of Employment: Summer 2015, June 10 – August 8, 2015

Salary: Total compensation includes stipend, on-campus housing, and meal plan to cover the duration of the program (total equivalent of $6000-6500).

Hours of Work: Schedule consisting of 40 hours per week. This includes; a one-day orientation, an 8-day training, evening hours, weekly meetings, and most weekends during the six-week program.

Essential Functions: This is a live-in student leadership position which reports to the Residential Coordinator and supports the overall mission of the OTE 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 and 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 five-to-seven assigned students throughout their participation in the OTE Program. Additional supervision will be provided by OTE Counselors and the OTE Director.

Specific Duties:
- Lead weekly group meetings with your 5-7 assigned students
- Prepare one life-story talk to be shared at either the OTE retreat or a Community meeting during the summer
- Attend the weekly Residential Staff Team Meeting, weekly Community Meeting and periodic one-on-one’s with the Residential Coordinator
- Actively support students every night in the residence halls during the 7:00-9:30 PM study hall on Sunday-Thursday evenings; uphold Community Standards
- Participate in a rotating on-duty schedule, which entails at least the following: check-in/check-outs, bed-checks, class attendance (morning and afternoon), trip attendance, emergencies, lock-outs; assists the Residential Coordinator with move-in/out process
- Serve on at least one of the following preceptor committees: Yearbook, Closing Ceremony, OTE Council, Social, Communications, or serve as a teaching assistant for BC 101 or Communications Course
- Collaborate with fellow preceptors and Residential Coordinator to implement relevant and creative programming – especially with regard to the areas of team building, and social and cultural development, appreciation, and knowledge
- Attend all trainings, Saturday trips, and other events and meetings as designated by the Residential Coordinator and OTE Program
- Other duties as assigned
IMPORTANT DATES
Staff may not be excused from these dates. All staff must abide by the following dates throughout the summer:

Move into Boston College residence hall for training: Tuesday, June 9, 2015
OTE Staff Orientation: Wednesday, June 10, 2015
Residential Staff Training: June 11, 2015 – Saturday, June 20, 2015
Opening Ceremony: Sunday, June 21, 2015
Official Program Dates: June 21 – August 8, 2015
All-program Retreat: June 25 and June 26, 2015
Student classes meet: June 29th – August 6, 2015
Closing Ceremony: Friday, August 7, 2015
Move out of residence hall: Saturday, August 8, 2015 (by 5pm)

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. 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. Candidates who are rising juniors or rising seniors are preferred.

All Applications MUST be submitted electronically: Interested applicants should submit a completed typed application, including a recent résumé, transcript, and the name, address, telephone number, and e-mail address of three references (2 professional and 1 personal) to Options Through Education Program at OTE@bc.edu

The mission of the Options Through Education (OTE) Transitional Summer Program is to prepare the transition to Boston College for a select group of diverse students who have demonstrated potential and leadership in spite of challenging educational and financial circumstances. This summer residential program nurtures student’s academic, social, cultural, and spiritual development.

Goals of the OTE Program include:
• To provide a community of support and resources to help students succeed at Boston College
• To help students get acclimated socially to BC and build long lasting relationships
• To help build academic abilities especially in the areas of math, English, critical thinking, and study skills
• To engage students in questions of cultural, racial, and ethnic identity development
• To engage students in questions of spiritual development
Boston College
Thea Bowman AHANA and Intercultural Center
Application for Preceptor Position

Options Through Education Transitional Summer Program
Application Checklist

(PLEASE SUBMIT EVERYTHING EXCEPT THE UNOFFICIAL TRANSCRIPT ELECTRONICALLY)

1. **TYPED APPLICATION.**

2. An **UNOFFICIAL TRANSCRIPT** of your grades must be submitted to the Thea Bowman AHANA and Intercultural Center **BEFORE THE APPLICATION DEADLINE.**

3. A copy of a recent **RESUME,** and

4. **CONTACT INFORMATION** for (2) professional and (1) personal reference including name, phone, and e-mail (must be non-BAIC staff members).

**DEADLINE: Friday, February 13, 2015**

**INCOMPLETE** or **LATE** applications will not be given consideration.

Name: ________________________________________________

Eagle #: ____________________________________________

Local Address: ____________________________________________
(Street) (City) (State & Zip)

Permanent Address: ____________________________________________
(Street) (City) (State & Zip)

E-mail Address: ______________________ Mobile Phone #: _____________

Undergraduate School: __________________ Major: ______________________

Minor: ____________________________ Class of: _____________

Emergency Contact Person: ____________________________________________

Emergency Contact #: __________________ Relationship: __________________

Please note any food preferences/allergies: ____________________________________________
1. Please tell us why you are interested in this position.

2. Describe your strengths and weaknesses with regard to the Preceptor position.

3. Describe your academic abilities and personal skills which you will bring to this position.

4. What on-campus leadership activity and/or organization has been the most meaningful to you? Why?

5. Describe a situation in which you were in serious conflict with another individual.
   - Assess your behavior and the behavior of the other individual.
   - Was the conflict resolved? If so, how? If not, why?
   - Was this a satisfactory resolution of the situation? How so?

[When answering on a separate sheet, please copy and paste the question that corresponds to your response.]