Summer Housing & Transitions Assistant
Position Description

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President and Director of Residential Education and Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 192 RAs, and 20 additional student employees.

Basic Function and Responsibility

The Staff Assistant for Summer Housing and Transitions provides support to the Assistant Director for Summer Housing and Operations, participating in all activities related to the operation and management of Summer Housing and the Summer Conference Program, including key and card access responsibilities. The Staff Assistant also serves as the summer on-call staff member to respond, document, and independently create solutions for issues of building, student, or group safety.

The Staff Assistant coordinates the opening and closing of residence halls, including the management of correspondence and data for all early arrivals and extensions. In addition the Staff Assistant provides network administration backup and administrative assistance as required.
**Primary Areas of Responsibility**

- Assist with all activities related to summer housing, and summer conferences and camps.
- Assist with the coordination of the opening and closing of the residence halls, including correspondence and data tracking for all early arrivals and housing extensions.
- Assist with all major departmental programs including the check-in and check-out process and the room selection process.
- Establish and maintain all summer student, camp, and conference data.
- Coordinate the recruitment, interview, selection, and training process for all summer staff positions.
- Learn and gain an excellent working knowledge on the use of StarRez (housing system) for assignments of students, groups, and camps to summer housing.
- Maintain security access of professional staff and students to StarRez.
- Provide training and develop training materials for professional and student staff for StarRez functionality.
- Provide departmental secretarial support which includes answering telephones and taking messages.
- Responsible for compiling reports and statistics as required.
- This position entails some evening and weekend overtime.

**Qualifications**

- A Bachelor’s Degree is strongly preferred
- Comprehension and appreciation of the Jesuit values and mission, and the traditions and heritage of Boston College
- Demonstrated knowledge and commitment to issues of equity, diversity, and inclusion
- Strong leadership, communication, and interpersonal skills
- Ability to work in a fast paced, higher education environment
- Excellent computer skills required, including working knowledge of Microsoft Office applications
- Advanced knowledge of StarRez, FileMaker Pro, and web design software preferred

Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office of Institutional Diversity at [http://www.bc.edu/offices/diversity](http://www.bc.edu/offices/diversity).