BOSTON COLLEGE
OFFICE OF RESIDENTIAL LIFE

Assistant Director for First Year Area

About Boston College:

Founded in 1863, Boston College is a Jesuit, Catholic university located six miles from downtown Boston with an enrollment of 9,100 full-time undergraduates and 4,700 graduate and professional students. Ranked 31 among national universities and a member of the Association of Research Universities, Boston College has 752 full-time and 1,080 FTE faculty, 2,750 non-faculty employees, an operating budget of $886 million, and an endowment of approximately $2 billion.

Position Overview:

The Assistant Director for the First Year Area (FYA) is a 12-month, live-off, full-time professional staff member, responsible for six residential communities. The Assistant Director oversees all educational, social, and operational activities, provides support services directly to first-year students, and adjudicates student discipline cases for the First Year Area. The Assistant Director supervises an Area Coordinator and all Resident Directors and Resident Assistants in the First Year housing areas.

The Assistant Director is responsible for the following:

* Directly supervises one Area Coordinator, six First Year Resident Directors, 13 Graduate Assistants, and 72 Resident Assistants

* Participates in the operation of seven living-learning programs including programming development, curriculum development, and all of the faculty integration efforts

* Supervises facilities opening and closing on Upper Campus and Newton Campus

* Serves as Senior Administrator On-Call for crisis and emergency situations involving students living on and off-campus
Requirements:

* Minimum of three years of prior full-time residence hall experience
* Demonstrated commitment to diversity and inclusion
* Strong communication skills
* Demonstrated leadership skills
* Excellent interpersonal skills
* Proven residence hall programming skills

Preferred:

* Master's degree in Higher Education, Counseling, or related field

Before You Apply:

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 race, color, religion, sex, nation origin, disability, protected veteran status, or other legally protected 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.