Assistant Director for Senior 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 Senior Area is a 12-month, live-off, full-time professional staff member, responsible for three residential communities. The Assistant Director oversees all educational, social, and operational activities, provides support services directly to senior students, and adjudicates student discipline cases for the Senior Area. The Assistant Director supervises four Resident Directors, and Graduate Staff Assistants and Resident Assistants in the Senior housing areas.

The Assistant Director is responsible for the following:

* Directly supervises four Resident Directors, 1 Graduate Assistant, and 54 Resident Assistants

* Assists with the development and implementation of campus-wide emergency response plans, including tailgating and Marathon Monday procedures

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

* Supervises facilities opening and closing on Lower 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
* 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.