Staff Position Description

Title: Student Housing Coordinator 2016 (SHC)
Reporting Line: The Student Housing Coordinator reports directly to the Summer Housing Resident Director
Hours/Week: Full-Time 29 hours/week
Date Range: May 9, 2016 – August 26, 2016

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, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees.

Student Housing Coordinator (s) Responsibility:
The Student Housing Coordinator is responsible for placing and monitoring of summer students and approved student. They will manage 25 Summer RAs.

Student Housing Coordinator Duties:
- Check master keys each day.
- Email list of newly vacant rooms to Assistant Manager on Monday and Thursday.
- Ensure students arrive and depart on days listed in database and correct when necessary.
- Communicate all relevant student billing information with Finance Coordinator.
- Update and maintain Residency Agreement files – every student must have one.
- Issue and collect keys to RAs and residential students. Collaborate with Finance Coordinator to bill students who do not return keys.
• Keep information sheet updated for the Welcome Center Desk regarding Summer Housing dates in case of inquiry.
• Summer template is to be used for all signage – make available to RA staff.
• Communicate well with staff, parents, and students.
• Be on duty regarding the coordinator on-call pager for one to two weeks during the entire summer.
• Manage summer.housing@bc.edu email account.
• Work closely with the Summer Housing RD.
• Other duties as assigned.
• Manage RA Staff (25)
  o Schedules/swaps – www.schedulefly.com
  o No-shows
  o Information dissemination
  o Motivation
  o Efficiency
  o Timeliness
  o Conflict Resolution
  o Weekly meetings, one-on-ones
  o Maintain/monitor nightly logs and confidential judicial records

**Student Housing Coordinator Standard Hours:**
• Monday through Friday from 9:00am – 5:00pm.
  • Lunches vary between 30 minutes to 1 hour in length; they are unpaid.
  • Attend Coordinator meetings each morning.
  • Receive 7 days unpaid Vacation Time to be submitted before June 7, 2016. No more than 2 staff members can be off at the same time.
  • **Absolutely no overtime is allotted in this position**

**Transition Dates:**
• **Transition 1 and Reunion Weekend:** 5/17/16 – 6/5/16
• **Transition 2:** 6/24/16
• **Move to Fall Placements:** 8/17/16