Staff Position Description

Title: Summer Resident Assistant (RA) 2016
Reporting Line: The Summer Resident Assistant reports directly to the Summer Housing Coordinator
Hours/Week: Part-Time: 2-3 shifts/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

Summer Resident Assistant Staff Job Responsibilities:

Summer RA’s are responsible to maintain a strong positive presence within their assigned residence halls. They will provide support and be a resource for the Students that are living within the Residence Halls during the summer months.
Summer Resident Assistant Staff Job Duties:

- Attend one-on-one meetings that are required once a month with a Student Housing Coordinator.
- Attend weekly staff meeting participation and feedback is required.
- Programming is not required; however self-initiated programming that does not require funding is encouraged.
- Required to complete a report on Blogger at the end of every shift.
- Required to fulfill all aspects of RA duty:
  - Two RAs will be on duty each night in the main residential area. Additionally, an RA staff will be on duty for the Gabelli Presidential Scholars Program in Shaw House.
  - Duty will be scheduled even when there are no residents in the building.
  - Call in/sign on for duty at least 5 minutes prior to start time (8:00PM)
  - Remain on duty from 8:00 PM until 7:00 AM.
  - Hang proper duty signage on exterior doors of the building:
    - Land line room phones must be purchased by the student and activated; the number of the phone must be posted on duty signage.
- Other duties as assigned.

Types of RA Summer Housing Duty

All dates are tentative; all RAs are required to move between three and four times

- Summer Student Employee Housing (SERA):
  - Claver, Loyola, Xavier, and Fenwick Hall: 5/17/16 – 6/18/16
  - Voute Hall: 6/18/16 – 8/17/16
- Summer Student Housing (SSRA):
  - Claver, Loyola, Xavier, and Fenwick Hall: 5/17-6/24/16
  - Rubenstein Hall: 6/24/16-8/5/16
- Presidential Scholars: Shaw House: 5/22/16-7/2/16
- McNair Scholars: Rubenstein Hall: 7/9/16-7/29/16
- End of Summer: Edmond’s: 8/5/16-8/26/16

Transition Dates:

- Transition 1 and Reunion Weekend: 5/17/16 – 6/5/16
- Transition 2: 6/24/16
- Transition 3: 8/5/16
- Move to Fall Placements: 8/17/16