



BOSTON COLLEGE • OFFICE OF RESIDENTIAL LIFE
Graduate Assistant Agreement August 2021 – May 2022

This Agreement sets forth the terms and conditions of my engagement as a Graduate Assistant at Boston College.

Title:	Graduate Assistant for Pine Manor Campus
Hours/Week:	29 hours/week (includes night and weekend commitments)
Stipend:	\$11,000/Academic Year
Tuition Remission:	Tuition Remission for 15 credits/year
Additional Compensation:	Staff Apartment, Full Meal Plan
Term:	August 9, 2021 – May 25, 2022
Confirmed/Anticipated Position:	Confirmed

Please note: Given the evolving and uncertain COVID-19 situation, this Agreement, including all specified dates, is subject to change and/or possible cancellation in whole or in part. Residential Life will notify you as soon as practicable in the event of any changes.

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 Roman Catholic educational values, which are used as a foundation for our work with and care for students.

The Office of Residential Life strives to create a safe and welcoming environment for all students by engaging our residents on topics related to diversity and inclusion, faith and spirituality, responsible social activities, and academics. Under the leadership of the Associate Vice President, Director of Residential Education, and Director of Operations, the department consists of 40 professional staff members, 23 graduate assistants, 192 RAs, and additional student employees.

Members of the Boston College Residential Life Staff serve a University which embodies the Jesuit, Catholic tradition and seeks to promote the values that this tradition represents. As staff members, we are charged with furthering those goals by fulfilling the terms of this Agreement and by maintaining at all times exemplary standards of personal and professional conduct in conformity with those values. By personal example, Resident Assistants are student leaders who strive to create safe and inclusive environments for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution as defined by the teachings of the Roman Catholic Church, with a special commitment to cultural diversity and social justice.

Position Overview

The Graduate Assistant for Pine Manor Campus (GA) lives with, ministers to, and provides support services directly to students. GAs serve as administrative and developmental support assistants to students living on the Pine Manor Campus (PMC). GAs assist the Pine Manor Campus professional staff with all operational and programmatic activities connected to the PMC residential population including following up on work order requests and managing room change requests. By personal example, the GA strives to create a safe and inclusive environment for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution, as defined by the teachings of the Catholic Church with a special commitment to cultural diversity and social justice. They are primarily full-time, enrolled graduate students in the Masters of Higher Education Administration Program through the Lynch School of Education.

In addition to supporting the full time PMC residential population, under the supervision of a professional staff member, GAs will support all operations related to transitional housing for international students and to Boston College Isolation Housing with specific emphasis on managing logistics and residential care for students in isolation. Logistical support will consist of making transportation arrangements for students to and from isolation facilities, arranging the check-in and check-out operations at the isolation facility, and ensuring that they have access to the services that they will need while in isolation. This staff member will work to ensure that students' privacy is maintained but that the appropriate offices are

informed so that they can provide the necessary services for students in isolation. The GA will support the work of multiple stakeholders including Dining, Facilities Services, Housekeeping, the Boston College Police Department, and Transportation and Parking, to ensure that students' needs are met while they are in isolation.

In addition, GAs will provide overnight staffing as part of a duty rotation that will be available to manage night time situations that arise on campus, including at the isolation facility. They also assist with other duties as assigned.

Important Dates

Staff members are not excused from these dates unless a request is submitted in writing and approved by the Director of Residential Education or designee. All staff must abide by the following arrival and departure dates throughout the year:

Summer/Fall 2021

- **August 7-8, 2021:** GA Move In
- **August 9-13, 2021:** GA Training
- **August 24:** Move-In Day for International Students
- **August 26:** Pine Manor Campus Move In Day
- Additional training specific to the Pine Manor Campus will be communicated as available

End of Fall Semester 2021

- All GAs are released for Winter Break at **3:00 pm on Wednesday, December 22, 2021** and must depart campus at that time. Staff should not make arrangements to depart before 3:00 pm on the 22nd before seeking approval for an early release from the Director of Residential Education or their designee.

Spring 2022

- Move in and closing dates for Pine Manor students will be communicated by the end of the Fall Semester
- **Monday, May 23, 2022:** Staff will participate in Check-out duties from 9 am-9 pm on Commencement Day. Staff members are expected to participate in campus-wide closing responsibilities through this date.
- **Tuesday, May 24th, 2022:** If you are not graduating then you will be released at 12 noon on Tuesday, May 24th, 2022 and expected to leave campus at that time. Staff should not make arrangements to depart before noon on the 24th before seeking approval for an early release from the Director of Residential Education or their designee.

Please Note: In the event of weather emergencies, natural disasters, high profile events, etc. staff may be asked to assist with other duties as assigned to help manage the on campus resident population.

Holiday and Break Periods

- **Holiday Duty** – Each staff is required to provide duty coverage during designated times throughout the Academic Year. Holiday Duty coverage is defined as only those GAs who are on duty need to remain on campus from 8pm-7am, the remainder of the staff may leave campus for the entirety of the vacation period.

Holiday duty dates for the 2021-2022 Academic Year are:

- Thanksgiving Break: November 24 - 28, 2021
- Winter Break: January 2 - January 14th, 2022
- Spring Break: March 4th - March 13th, 2022
- Easter Break: April 13th - April 18th, 2022

Specific Responsibilities (May Vary by Area) – 5+ Hours/Week

- Abide by all expectations outlined in the Graduate Assistant Agreement and perform the duties in such a way as to model appropriate behavior for students.
- Meet on a regular basis with supervisor to student and community concerns.
- Remain visible, available, and approachable to staff members and students.
- Hold regularly scheduled office hours.

- Assist the Professional Staff in completing Health and Safety Inspections, as well as the necessary follow-up.
- I understand that I may be asked to perform tasks/duties/follow-up not specifically listed in this Agreement, but are in the spirit of the mission of the department, division, and institution.
- I understand that I am to uphold the professional conduct and values that are in line with the spirit of this position and the values of the institution.

Hours

In accordance with university policy, no graduate student is permitted to work more than 29 hours/week at Boston College. This means that you may not hold another position for more than 20 hours/week at the university.

Qualifications

- Bachelor's Degree and interest in working with college-age students; strong preference given to those enrolled in a Higher Education Administration master's program
- A strong commitment to participating in a diverse and inclusive environment
- The ability to connect with students and staff on a personal, as well as formational level
- The ability to communicate effectively, both orally and in written manner, with students, visitors, parents, staff and other members of the Boston College community
- Comprehension and appreciation of the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College and a willingness to express and abide by those values and mission
- Must be a full-time graduate student enrolled in 2 classes or the equivalent of 6 credit hours in a Boston College degree seeking program

To apply, please submit a resume to reslifejobs@bc.edu. Any inquiries or questions can also be directed to reslifejobs@bc.edu