Title: Graduate Staff Assistant (GSA)
Reporting To: Resident Director/Assistant Director
Hours Per Week: 9 hours per week (includes occasional night and weekend commitments)
Stipend: $4,200.00 (Academic Year)
Term: August 5, 2018 - May 21, 2019

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 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, modeling and encouraging responsible and ethical behaviors in conformity with the religious and moral principles of the Roman Catholic Church, engaging residents in conversations regarding respect for cultural diversity, and creating safe, well-managed learning environments where students can seek the greater good in conformity with the Jesuit tradition of service to others.

Under the leadership of the Associate Vice President, Director of Residential Education, and Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 192 RAs, and 20 additional student employees.

Position Overview

The Graduate Staff Assistant (GSA) is a live-in part time graduate assistantship for full-time enrolled graduate students. This position is great for those interested in exploring Residential Life as well as other functional areas because you can work in a leadership role in two areas, simultaneously having two assistantships. GSA’s serve as an administrative and developmental support assistant to an assigned area/residence hall community. In addition to Resident Assistant (RA) responsibilities (4+ hours/week), GSA’s participate in RA supervision, program planning, staff development, staff training, duty scheduling, and all other duties as assigned that are consistent with the spirit of the position (5 hours/week). GSA’s are also asked to attend departmental meetings, and can volunteer for multiple experiences such as participation in departmental committees and initiatives, conduct hearings, RA one-on-one’s and mentoring, etc.

Important Dates

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

- Staff Spring Orientation on Friday April 13, 2018 from 4:00pm to 6:00pm. If you are not currently at Boston College, attendance is not required
- GSA Move-In is August 4-5, 2018
- Graduate Training runs from August 5 - August 10, 2018
- Saturday August 11th and Sunday August 12th are move in days for RAs. All staff must check in by 3:00pm on Sunday August 13th with their supervisor and be prepared to begin training
- On Sunday August 12th there will be a staff gathering in the afternoon and evening from 3:00-8:00pm
- Staff/RA Training is Sunday August 12th – Monday August 20th, with evening and/or weekend requirements
- **Saturday August 18th – Sunday August 26th** all staff will be required to perform Check In Duties/Opening Responsibilities
- All staff are released for Winter Break at 3:00pm on Friday December 21, 2018. However, some staff may be required to partake in Holiday Break Duty from **January 1-11, 2019**. When not on duty, staff must vacate the halls during Winter Break
- **Friday January 11-12, 2019** - Staff Winter Training and resident Move In/Opening.
- **Monday April 15th, 2019** - Marathon Monday; RA/GAs will have duty responsibilities during a portion of the event
- **Tuesday May 21st, 2019** – Staff will be released at 12 noon the day after Commencement. Staff will participate in Check-Out duties from 9am-9pm on Commencement Day (May 21). Staff members are expected to participate in campus-wide closing responsibilities through this date
- **Staff Meetings** - All ResLife staff meetings will be held on Tuesday’s or Wednesday’s
- **Holiday Duty**: Each staff is also required to provide duty coverage during “Holiday Duty” dates (i.e. Fall Semester Early Arrival, Thanksgiving break, Winter Break, Spring break, Easter break, Marathon Monday, and Senior Week)
- **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

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

- Perform the duties of a Resident Assistant (RA) in such a way as to model appropriate performance for other Resident Assistants.
- Collaborate with my RD to assist with staff development, RA Training, and other staff functions.
- Prepare, participate in, and supervise the Resident Assistant duty schedule.
  - Participate in the Resident Assistant on-call program for the area.
  - Submit monthly RA duty schedule to the Resident Director.
  - Receive duty change requests, approve/deny duty changes.
- Meet on a regular basis with the Resident Director to discuss staff, student, and professional development.
- Remain visible, available, and approachable to staff members and students.
- Hold regularly scheduled office hours.
- Assist with party planning meetings, in areas where applicable.
- Assist with any Living Learning Communities in my area as directed by my supervisor and LLC staff.
- Assist the Resident Director and RA Staff in completing Health and Safety Inspections, as well as the necessary follow-up.
- Supervise the programmatic efforts of the Resident Assistant staff, including creating programming expectations, ensuring each staff member fulfills their programming requirements, and communicating this information to the Resident Director.
- Using OrgSync, assist in collecting and recording all RA program evaluations online, as well as bulletin boards.
- I understand that I may be asked to perform tasks/duties/follow-up not specifically listed in this contract, 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.
- Other duties as assigned.

### Hours

Because of 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
- Strong preference given to those seeking a degree in Higher Education
- 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

**Resignation or Termination**

I agree and accept that the appointment to the position of Graduate Staff Assistant may be terminated at such time that I fail to abide by the above mentioned conditions. In the event of my resignation or termination from the resident staff, I understand that all of my financial benefits will cease immediately. The benefits include room, board, and others given by the department or as a part of the position. I also understand that any credit to my account will be prorated through the last day of my agreed upon employment on the staff (i.e., 15 weeks per semester, resign end of the second week, will only receive two weeks of credit, all other credits will be immediately canceled). Any Graduate Staff Assistant who fails to complete the one year term of this agreement may be assessed a housing charge.

Print Name:__________________________   Signature: ____________________________

Date:________________   Eagle ID: ____________________________

*Updated December 2017*