



Boston College Experience Program Assistant Position Description

Title: Boston College Experience (BCE) Program Assistant (PA) - ~35 Positions

Reporting To: Boston College Experience Program Coordinator

Hours/Week: 20-25 hours/week

Compensation: \$13.50/hour ; on-campus meal plan for the duration of program; Single occupancy room in a traditional (non-A/C) residence hall

Date Range: June 13, 2020 – August 1, 2020

About the Boston College Experience Program

The Boston College Experience Program (BCEP) includes a series of overnight academic programs for more than 300 rising high school sophomores, juniors and seniors to take specifically designed subject seminars for no credit (2-, 3-, and 4-week groups) and partake in a variety of co-curricular and social programs. The focus of the program is to provide students with a preview of the “college experience.” The six-week program is for rising high school seniors to take a course for-credit while partaking in a variety of co-curricular and social programs. The BCEP is sponsored by the BC Summer Session through the Woods College of Advancing Studies with the residential and programming portion overseen by the Office of Residential Life.

BCE Program Assistant Overview:

The BCE Program Assistant (PA) serves as a mentor and facilitator for all components of the BCE program. The main role of the PA’s will be to facilitate the planned programs for the students participating in the BCE program and create a community among the students who will be on campus. Programs will happen on-/off-campus and will include college visits, museum tours, Boston tours, Six Flags, and nightly programming. Additionally, the PA will serve in an on-call capacity for students in the program making sure curfew is followed by students. PA’s must be able to connect with and develop authentic mentoring relationships with high school age students (15-18 years). PA’s will also have a group of students during the duration of the program who they will meet with once/week in small discussion groups.

BCE Program Assistant Responsibilities:

- Support Program Coordinators in developing programs that introduce BCE students to various academic and administrative resources of BC
- Design and facilitate the success of co-curricular activities, late night programs, and weekday/weekend trips meant to build group dynamics, foster interpersonal relationships, and develop a personal identity
- Develop and maintain positive on-going relationships with approximately 15 assigned high school students throughout their participation in the BCE program.
- Participate in the weekly on-call duty schedule, which will include one base night per week and weekend nights on a rotating schedule; duty lasts from 8pm - 7am
- Programming responsibilities will include but are not limited to social programs on each base night, as well as more elaborate programs on weekend nights (to be planned with the help of BCE Program Coordinators)
- Coordinate and lead at least four-weekday trips throughout the summer (3:30-6:30pm) for students to explore a part of campus or the city of Boston
- Attend at least three-weekend trips as chaperones for the BCE students (ranging Saturday or Sunday 10am-8pm)

- Assist with at least one college preparation seminar (tentatively scheduled for Tuesday/Thursday afternoons at 4pm)
- Due to the nature of the BCE Program and Protection of Minors guidelines, even when not on-call, PA's are expected to sleep in the residence halls each night of the program unless they have been approved to not return for the evening by their supervisor
- Facilitate regular guided discussions on Sunday evenings with assigned students in small groups – topics may include the college search process, homesickness, potential academic and personal hardships in the program, being your authentic self, aspects of social identity, and more
- Develop and maintain meaningful and appropriate relationships with residents and student staff members through frequent intentional conversations and informal interactions, working to meet at least every other week with each student in small group
- Serve as a role model for students and strictly adhere to all Boston College policies in the Boston College Student Code of Conduct (www.bc.edu/studentconduct) as well as all program policies as outlined in the BCE Staff Manual
- Regularly scheduled weekly staff meetings and 1:1's with supervisor
- Other duties as assigned

BCE Program Assistant Standard Hours:

- Duty shift from 8pm-7am when scheduled (approximately 2 nights/week); Compensated hours are 8pm-12am plus any responses outside of those times
- Student Reflections Sunday nights 6:30-7:30pm
- Staff check-out/-in station during the day (average 5 hours every two weeks)
- Additional evening/weekend program planning and facilitation (~1-2/week totalling 10+hours)
- PA's need to be present for training and student move-in/orientation June 13-23, 2020
- Due to the nature of the BCE Program and Protection of Minors guidelines, even when not on-call, PA's are expected to sleep in the residence halls each night of the program unless they have been approved to not return for the evening by their supervisor

About Summer Housing and the Office of Residential Life at Boston College

Summer Housing & Operations in the Office of Residential Life at Boston College provides housing accommodations for ~12,000 guests staying within our residence halls throughout the months of May-August. Guests include camps, conferences, internship housing, and student housing. We hire ~125 student employees to assist with the efficiency of day-to-day operations through customer service, room preparation, facilities preparation, room bookings, check-in/out, room access, and finances. By collaborating with Facilities, Trades staff, and Event Management, we are able to provide a welcoming and caring experience for those visiting campus.

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.