



## Community Assistant Position Description

<b>Title:</b>	Community Assistant - ~42 positions
<b>Reporting To:</b>	Summer Housing Resident Director
<b>Hours/Week:</b>	1 - 2 Night Duty Shifts/Week; Check-in/check-out shifts (up to 10 hours)
<b>Compensation:</b>	Single room within a suite or an apartment over the duration of employment with suite/apartment mates (for majority of summer)
<b>Date Range:</b>	May 13, 2020 – August 19, 2020

### Community Assistant Overview:

Community Assistants are responsible for maintaining a hospitable, positive, and visible presence in the halls, acting primarily as evening assistants. Community Assistants will provide support and be a resource for the BC summer student residents as well as the Camps and Conferences guests that are utilizing the residence halls during the summer months by serving in an on-call and emergency response capacity. They are also responsible for assisting the Summer Housing and Camp/Conference Coordinators with the check-in and check-out of various groups and students not going to the Welcome Center.

### Community Assistant Responsibilities:

- Attend one-on-one meetings with supervisor at least once through summer
- Required to fulfill all aspects of Community Assistant duty:
  - 2-3 Community Assistants will be on duty each night in the main residential area
  - Call in for duty at least 5 minutes prior to start time (7:40pm)
  - Remain on duty and in the community from 7:30pm until 7:30 am
  - Log nightly reports in Blogger each duty night.
    - Should include observations and notes from your area, any issues, and any non-emergency questions.
  - Conduct required community walks/rounds per night of the building
  - Serve as an emergency/crisis responder for facilities issues and guests/students of concern and communicate to the Residential Life professional staff on-call, as needed
  - Hold office hours in designated building/lounge from 8pm-10pm on evening of duty
- Work daytime or evening shifts during the week/weekend for conference/camp check-in and check-out periods. These shifts will not exceed 10 hours
- Attend three staff meetings to be scheduled throughout the summer
- Assist with summer housing move-in/-out and transition from session I to session II students

### Community Assistant Standard Hours:

- When on duty, you must remain in the community from 7:30pm - 7:30am; when on-call must hold guest/student office hours in designated building lounge from 8pm-10pm
- Check-in and check-out of camps/conferences; these will not exceed 10 hours in total throughout the summer and will be scheduled near beginning of summer
- Must submit expected vacation time (to be submitted and approved before June 15, 2020)

### 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.