Boston College Experience Program Assistant Position Description

Title: Boston College Experience (BCE) Program Assistant (PA)
Reporting To: Boston College Experience Program Coordinators
Hours/Week: 25-30 hours/week.
Compensation: $15.00/hour; on-campus meal plan for the duration of program; Single occupancy bedroom in residence hall
Date Range: June 26-August 12, 2023

The Boston College Experience Program:
The Boston College Experience (BCE) Program includes a series of overnight academic programs for rising high school sophomores, juniors and seniors to take specifically designed subject seminars for no credit (2-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 BCE Program 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 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.

The BCE Program Assistant (PA) serves as a mentor and facilitator for all components of the BCE program. The two main roles of the PA's will make sure students are following the rules of the program, perform curfew check, and report any violations to the Program Coordinator on duty. PA's will work designated duty shifts and perform certain tasks during those shifts (i.e. creating flyers for nightly programs, doing rounds, escorting students to University Health).

- PA's will plan and facilitate programs for 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, and nightly programming.
- PAs will also have a group of students during the duration of the program who they will meet with once a week in small discussion groups.
- PAs must be able to connect with and develop authentic mentoring relationships with high school age students (15-18 years). Please Note: No student may work more than 40 hours per week combined across all on-campus jobs

Community Development/Resource

- Create programs and activities to meet needs of BCE students and use BCE Programming Model Guidelines and Procedures
- Assist BCE Program Coordinators in planning BCE Orientation Presentation, conduct residence rules and guidelines meeting with assigned group of students; maintain meaningful interactions with assigned students and other residents and encourage community involvement
- Assist students in getting to know the campus
- Refer students to BCE-approved campus resources.

Facility Management

- Work with other BCE Residence Staff to ensure there are no facility issues on their floor.
- Report any facilities issues to the Program Coordinator on duty and in the BCE Duty Log. (PC on Duty will submit the work order).
Policy Enforcement & Safety
● Attentive to residence safety and Hall security
● Ensure students follow University & Housing policies
● Maintain a respectful environment
● Educate residents on their actions and decisions while informing them how their actions impact the community
● Report any violations to the Program Coordinator on Duty and report in Duty Log.

Emergency Response
● Provide primary response to emergencies within the residence hall and on BCE-approved off-campus field trips
● Report emergency to PC on Duty.
● While PA’s will have designated duty shifts, PA’s are expected to assist in an emergency response whenever they are in the building

Administrative Tasks
● Assist with BCE Move-In & Move-Outs and Orientation
● Document any incidents, issues, etc. in the Duty Log
● Assist with creating signage and promotional materials for nightly programs and required BCE weekend excursions.

BCE Program Assistant Responsibilities:
● Support Program Coordinators in developing programs that introduce BCE students to various academic and administrative resources of Boston College
● 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 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)

Time Commitment:
PA’s must work a minimum of 25 hours a week. PA Shifts are broken down by the following times:
8AM-Noon; Noon-4PM; 4PM-8PM; 7PM-10PM; 8PM-Midnight; Midnight-8AM
Optional Shifts: 3PM-5PM-Monday-Friday

Shift Duties:
8AM-Noon: 2 PA’s in lobby; 1-2 PA’s floater
● Review Duty Log
● 2 PA’s will man desk in the lobby, answer student questions, monitor the sign-in/sign out sheet
● Check on any known sick students
● Check in on late students
● Conduct rounds of the residence hall at the beginning, middle and 30 minutes before end of shift.
● Carry out any duties assigned by PC on duty

Noon-4PM: 2 PA’s lobby desk; 1-2 PA’s floater
● Review Duty Log
● Check in on any sick students
● Oversee sign-in/out process for students stopping in residence hall during lunch break
• Conduct rounds of the residence hall at the beginning, middle and 30 minutes before end of shift.
• Carry out any duties assigned by PC on duty

4PM-8PM: 2 PA's lobby desk; 1-2 PA's floater
• Review Duty Log
• Check in on any sick students
• Oversee sign-in/out process of students going to on-campus buildings; and approved off-campus sign-outs
• Promote nightly programs
• Conduct rounds of the residence hall at the beginning, middle and 30 minutes before end of shift.
• Carry out any duties assigned by PC on duty

6PM-10PM-Nightly Program Shift-2 PA's
• Oversee nightly program
• Start of shift check with PC on Duty to make sure all program supplies are available
• Set up Program; Make sure food is delivered or picked up
• Include in Duty Log how many students attended
• Responsible for clean-up of space; students can assist.

8PM-Midnight: 2 PA's lobby desk; 1-2 PA's floater
• Review Duty Log
• Check in on any sick students
• Oversee sign-in/out process of students going to on-campus buildings; and approved off-campus sign-outs
• Conduct rounds of the residence hall at the beginning, middle and 30 minutes before end of shift.
• Conduct curfew check-in
• Report any late curfew check-ins in the Duty Log and to the PC on Duty
• Carry out any duties assigned by PC on duty

Midnight-8AM: 2-3 PA's
• Review Duty Log
• 2 PA's man front lobby desk until 2AM
• Conduct rounds of the residence hall at the beginning, 1AM and 2AM.
• After 2AM leave sign with Duty Phone numbers at Front Lobby desk. Res staff an remain in their rooms; must answer duty phone
• End of shift, pass duty phones to PA’s working 8AM shift.

Other Shifts: 3-4 PA's for Ask A BC Student; Number of Reflection Facilitators to be determined by number of students per session
Monday-Friday 3PM-5PM
• PA's can participate in Ask A BC student panel series during the guest speaker series for each session. This would be assigned before start of program.
• Reflection Facilitator: PA's will assist with group work for Reflection Journal Exercise during the Reflection Class.

Weekend Excursions Shift: 1 PA per 12-14 students
Saturday or Sunday between 3-6 hours
• Chaperone students on weekend excursion

PA's must work a minimum of 25 hours or a maximum of 30 hours a week. Weekly hours must include a day shift, evening shift, and a Programming/Weekend Excursion shift

BCE PA Training Week
*Training Dates: June 26th-July 1st
• Week long training: 9AM-Noon; Lunch-Noon-1PM; 1PM-4PM
• Training includes Minors on campus policies, Reporting protocols; Programming models, proposals, and schedules;
Requirements: Specific responsibilities may vary from week to week depending on events of processes occurring in the department.

- Commitment to abide by and enforce all policies set forth in the Conditions for Residency and Student Code of Conduct at all times, as well as any applicable Boston College policy
- Ability to adhere to the Student Confidentiality Agreement and safeguard confidential and sensitive Boston College information and data
- Positive actions and attitudes that will reflect positively on Boston College both during and outside regular work shifts
- Adherence to business casual dress code which includes the Boston College summer housing shirt that will be provided
- Excellent verbal and written communication skills
- Excellent time management skills
- Must be a current Boston College student at time of hire.
- Must possess positive customer service skills and a positive attitude to succeed in this role
- Must maintain good record keeping

Note: The BCE program and training does not begin until June 26th, therefore students will not be able to move into on-campus housing until June 24th-25th weekend. Students would be expected to check-out and leave campus on Tuesday May 16th, within the regularly scheduled Spring Closing. If a BCE PA would like to live on-campus during the month of June, they will be required to assist with Reunion weekend (June 2nd-4th) and Orientation check-ins/out (June 11th-13th; June 18th-20th).

Important Dates:

- **All-Staff Orientation:** Friday, April 28th 2023; 4:00PM-6:00PM
- **Spring to Summer Housing Transition:** Friday, May 26th, 2023; time TBD
- **Reunion Weekend:** Friday, June 2nd, 2023-Sunday, June 4th, 2023
- **Orientation Check in/out:** Sunday-Tuesday June 11-13 & 19-20.
- **Summer to Fall Housing Transition:** If any BCE PAs are living on-campus for the fall, they can move to their fall assignment on Sunday August 13th. If they do not have an on-campus assignment, they must check-out by Saturday, August 12th, 2023.