Boston College Experience Program Coordinator Position Description

Title: Program Coordinator, Boston College Experience Program (BCEP) – 2-3 positions
Reporting To: Resident Director, Boston College Experience Program
Hours/Week: 36 hours/week (includes some night and weekend commitments)

Compensation: $500.00/week stipend, Single occupancy bedroom in a residence hall (room will have A/C); $2750/$50 per day meal plan and $10 a week for laundry
Term: Monday, June 19 – Saturday, August 12, 2023

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 non-credit courses (2- and 3-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” and introduce them to possible college majors. 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 Coordinator Overview

The BCEP Program Coordinator (PC) serves as a supervisor and facilitator for all components of the BCEP. The main role of the PC’s will be to supervise and support the Program Assistant’s (PA) in programming, student engagement, and emergency/crisis response. PC’s will assist with coordination of large-scale programs, students going off-campus, student discipline/follow-up, and maintaining a presence in the community. Additionally, the PC may serve in an on-call capacity for students in the program. Candidates must be open to connecting with high school age students (15-18 years). This position will require working well on a team, effective planning, organizing, and administrative details.

BCE Program Coordinator Responsibilities

● Plan and execute week-long training for Program Assistant staff members that includes campus resources, duty/crisis response, teambuilding, and program planning as part of the schedule
● Manage student discipline and policy violations including issues with curfew, quiet hours, guest policy, and other issues that may arise
● Approve and decline off-campus travel requests from students and parents/guardians, making sure to abide by all Protection of Minors protocols
● Assist with program planning (planning, logistics, supplies, publicity) for nightly programs in the residence halls; weekend trips into the city/museums, and weekday off-campus trips for students
● Supervise Program Assistant team, providing mentorship and guidance through personal and professional needs throughout the summer months, holding supervisor office hours each week
● Lead staff meetings at least 1 time/week during through the duration of the BCE program
● Communicate with parents/guardians of students as needed and respond to inquiries or issues as they arise
● Coordinate opening/move-in and closing/move-out for each group including check-in/out process,
orientation, and student access in collaboration with other Residential Life Summer Coordinators

- Regularly scheduled weekly staff meetings and 1:1’s with BCE RD
- Work with BCE RD and Assistant Director of Pre-College Programs to chaperone events throughout the summer as needed
- Participate in weekly ACUHO-I cohort meetings that will include at least 3 visits to area universities
- Attend networking conversations with various BC staff and other ACUHO-I Interns

**Qualifications**

- Bachelor’s degree, and pursuing a Master’s Degree in Higher Education or related field
- 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; preference given to those with an interest in engaging with high school student development
- 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
- Large-and small-scale program planning experience for groups of 10-300 individuals
- Customer service experience preferred
- Ability to work autonomously and troubleshoot concerns by individuals as needed

**Time Commitment**

PC’s need to be present for PC and PA training and student move-in/orientation and time off available upon request

PC Shifts are broken down by the following times:

- **8AM-4PM; 4PM-Midnight; Midnight-8AM**

  **Weekend Excursion Shift:** Saturday or Sunday: 4-6 hours

**8AM-4PM**

- Review Duty Log
- Oversee PAs on duty
- Set up any appointments at University Health for any sick students
- Review Off-Campus Requests and Weekend Away forms sent during shift
- Set up meetings with students who have received curfew or policy violations
- Ensure all food and other supplies for the night’s program is ready to go
- Submit and/or any follow up on any work orders reported in Duty Log during shift
- Update RD and Assistant Director or Pre-College Programs of any printing or supply request, sick students, emergency situations, etc.

**4PM-Midnight**

- Review Duty Log
- Oversee PAs on duty
- Review Off-Campus and Weekend Away Requests sent during shift
- Assist PAs for nightly program, if needed
- Submit and/or follow up on any work orders reported in Duty Log during shift
- Meet with any students who have received curfew or policy violation

**Midnight-8AM**

- Review Duty Log
- Check-in with PAs on Duty
- Accompany PAs with 1AM Rounds
Weekend Excursion

- Oversee PAs assigned to trip
- Execute Field Trip Protocol
- Point person for bus drivers and any group reservations

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 19th, therefore PCs will not be able to move into on-campus housing until June 17th-18th weekend. If PCs live on-campus in the Spring 2023 semester, they would be expected to check-out and leave campus within the regularly scheduled Spring Closing requirements. If a BCE PC 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 PCs 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.

Boston College is a Division One university with approximately 9,100 undergraduate students (1,450+ living off-campus), 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 Jesuit 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, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President alongside the Director of Residential Education and Director of Housing Operations, the department consists of 40 professional staff members, 24 graduate positions, 192 RAs, and 20 additional student employees.