Title: Community Assistant

Reporting To: Student Housing Resident Director

Hours/Week: 9 hours a week which includes 2 night duty shifts per week, meetings with supervisor and monthly staff meetings. Additional check-in/-out shifts throughout the summer will be required but will be separately compensated at a $15.00/hr rate.

Compensation: Room within an air-conditioned suite or an apartment over the duration of employment with suite/apartment roommates (for majority of summer). When check-in/-out shifts are worked they will be separately compensated at a $15.00/hr rate. (housing available until Sunday, August 13th)

Dates of Employment: Thursday, May 18th, 2023 - Sunday, August 13th, 2023

Position Overview:

The Office of Residential Life strives to create a safe and welcoming environment for all students by engaging our residents on topics related to diversity and inclusion, faith and spirituality, responsible social activities, and academics.

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. Community Assistants serve in an on-call and emergency response capacity. They are also responsible for assisting with group check in and check outs during duty hours.

As a member of the Residential Life team, you are expected to uphold high standards of personal and professional conduct. Student positions in Residential Life might require administrative or physical work depending on the role, but all staff members are expected to deliver a high level of customer service to students, families, university staff, and community members at all times while performing their role.

In the course of this role, you may become aware of private information about a student or departmental process. It is expected that you will maintain the privacy of all information you learn in the course of your role, both online and when communicating with others in or out of the office in addition to agreeing to the terms of the Student Leader Confidentiality Agreement.
Responsibilities:
While you may be assigned additional or one-time tasks in a given week, below is a list of some of the more common tasks you may perform. These include, but are not limited to, the following:

- Attend at least three in-person one-on-one meetings (once a month) with Summer RD
- Attend three in-person staff meetings to be scheduled throughout the summer
- Assist with summer housing move-in/-out and transitions
- Community Assistants participate in the on-call rotation throughout the summer and must hold on-call shifts at least every other week. Fulfilling all aspects of Community Assistant duty includes:
  - 2-3 Community Assistants will be on duty each night in their assigned residential area
  - Call in for duty at least 5 minutes prior to start time (by 7:55pm)
  - Remain in the assigned community from 8pm - 7am
  - Make minimum of 3 rounds per night within below time period; Conduct required community walks/rounds per night of the building
    - Sunday-Thursday: 8pm-1am
    - Friday and Saturday: 8pm-3am
    - Log nightly reports via Google Forms each duty night
      - Should include observations and notes from your area, any issues, and any non-emergency questions
  - 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
- Work daytime or evening shifts during the week/weekend for busier conference/camp check-in and check-out periods (ex: Reunion Weekend, First Year Orientation). These shifts will not exceed 10 hours in a given week and will be paid at minimum wage.

Important Dates or Hours/Opportunities for Additional Hours:
Specific responsibilities may vary from week to week depending on events of processes occurring in the department but the following dates or times are particularly busy times for our office or this role and you will be expected to be available:

- All-Staff Orientation: Friday, April 28th 2023; 4:00PM-6:00PM
- Community Assistant Training: Thursday, May 18th, 2023; 9:00AM-5:00PM
- Spring to Summer Housing Transition: Friday, May 26th, 2023; time TBD
- Reunion Weekend: Friday, June 2nd, 2023-Sunday, June 4th, 2023
- Summer Session 1-2 Transition: Wednesday, June 28 - Thursday, June 29, 2023
- Summer to Fall Housing Transition: Sunday, August 13th, 2023
- Opportunities for Additional Hours: Assisting with additional check-in/-out processes for First Year Orientations and groups as they occur.

Note: To ensure adequate coverage and staff presence, if you will be away from campus for more than 72 consecutive hours you must submit a request to your supervisor a week in advance.
**BC Student Employee Hour Policy**

In accordance with university policy, during the summer employment term students may work 30 or more hours per week (to a maximum of 40 hours per week), but **may not** work more than 12 weeks of the summer employment period working these hours as a student employee of Boston College, even if working more than one job for BC. Students may only work more than 12 weeks of the 14-week summer employment period if they average no more than 29 hours per week throughout the summer. **Due to the required dates for the Community Assistant position, students will not be able to work more than 29 hours per week across all BC jobs during the summer employment period.**

**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