



BOSTON COLLEGE • OFFICE OF RESIDENTIAL LIFE
Graduate Assistant Agreement July 2021 – May 2022

This Agreement sets forth the terms and conditions of my engagement as a Graduate Assistant at Boston College.

Title:	Graduate Resident Director (GRD)
Reporting To:	Resident Director and/or Assistant Director
Hours/Week:	29 hours/week – in person position
Stipend:	\$11,000/Academic Year
Tuition Remission:	Tuition Remission for 15 credits/year
Additional Compensation:	Staff Apartment, Full Meal Plan
Term:	July 19, 2021 – May 25, 2022
Confirmed/Anticipated Position:	Confirmed

Please note: Given the evolving and uncertain COVID-19 situation, this Agreement, including all specified dates, is subject to change and/or possible cancellation in whole or in part. Residential Life will notify you as soon as practicable in the event of any changes.

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), 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 Roman Catholic educational values, which are used as a foundation for our work with and care for students.

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. Under the leadership of the Associate Vice President, Director of Residential Education, and Director of Operations, the department consists of 40 professional staff members, 23 graduate assistants, 192 RAs, and additional student employees.

Members of the Boston College Residential Life Staff serve a University which embodies the Jesuit, Catholic tradition and seeks to promote the values that this tradition represents. As staff members, we are charged with furthering those goals by fulfilling the terms of this agreement and by maintaining at all times exemplary standards of personal and professional conduct. By personal example, Graduate Assistants strive to create safe and inclusive environments for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution, as defined by the teachings of the Catholic Church with a special commitment to cultural diversity and social justice.

Position Overview

The Graduate Resident Director (GRD) lives with, ministers to, and provides support services directly to students. They are 10-month, full-time graduate staff who live in and have an office in the residence hall. By personal example, the GRD strives to create a safe and inclusive environment for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution, as defined by the teachings of the Catholic Church with a special commitment to cultural diversity and social justice. They are primarily full-time, enrolled graduate students in the Masters of Higher Education Administration Program through the Lynch School of Education. Graduate Resident Directors are responsible for a particular staff/community. They provide support services directly to students, supervise Resident Assistants (RAs) and Office Assistants under the supervision of a professional staff member, oversee all educational, social, and operational activities, supervise programmatic efforts, serve in the University Crisis Response duty rotation, and adjudicate student conduct cases. Graduate Resident Directors also are asked to attend departmental and divisional meetings, and to participate in departmental committees and initiatives. They also assist with other duties as assigned.

Important Dates

Staff members are not excused from these dates unless a request is submitted in writing and approved by the Director of Residential Education or designee. All staff must abide by the following arrival and departure dates throughout the year:

Summer/Fall 2021

- **July 17-18, 2021:** GRD move in dates will be determined on a case-by-case basis, but should be no later than July 18, 2021.
- **Monday, July 19, 2021:** All new GRDs will begin training in the Office of Residential Life
- **Saturday, August 14th and Sunday, August 15th, 2021:** RA Move-In Days. All staff must check-in by 3:00 pm on Sunday, August 15th.
- **Sunday, August 15th – Wednesday, August 25th:** RA Training, including evening and/or weekend requirements.
- **Sunday, August 22, 2021:** Move-In Day for Orientation Session 7. Staff shifts will be assigned for First-Year Area staff.
- **Thursday, August 26, 2021:** First Year Student Move In. All staff in the First Year Area will be required to perform Check-Ins
- **Thursday, August 26 - Sunday, August 29, 2021:** First Year Area staff will have commitments to staff Welcome Week events.
- **Friday, August 27 - Sunday, August 29th:** Upperclass Student Move In Weekend. All staff in the Sophomore and Upperclass Areas will be required to perform Check-Ins
- **Date TBD:** 2021 Rescheduled Marathon Monday. Staff will have duty responsibilities during a portion of the event.

End of Fall Semester 2021

- GRDs are released for Winter Break on **Wednesday, December 22, 2021 at 5pm** and must depart campus at that time. Staff should not make arrangements to depart before the 22nd before seeking approval for an early release from the Director of Residential Education or their designee.

Spring 2022

- **Monday, January 10, 2022:** GRDs must return from break
- **Friday, January 14th - Monday, January 17th, 2022: RA Winter Training and Hall Opening.**
- Staff will be asked to assist with group process and individual interviews for the RA role in January or February of the Spring Semester.
- **Monday, April 18th, 2022:** Marathon Monday. Staff will have duty responsibilities during the event.
- **Sunday, May 22nd, 2022:** If you are graduating and participating in commencement you will be released at 5:00 pm this day from all official Residential Life duties.
- **Monday, May 23rd, 2022:** Staff will participate in Check-out duties from 9 am-9 pm on Commencement Day. Staff members are expected to participate in campus-wide closing responsibilities through this date.
- **Wednesday, May 25th, 2022:** If you are not graduating then you will be released at 12 noon on Wednesday, May 25th, 2022. Staff should not make arrangements to depart before noon on the 25th before seeking approval for an early release from the Director of Residential Education or their designee.
- If the GRD is graduating, they may remain in their apartment or temporary housing until June 15 of that year.
- Unless otherwise stated by the Director of Residential Education or designee, GRDs are expected to work a similar schedule as professional staff in the office. This includes break periods outside of the academic calendar. However, GRDs may use accrued time off or work with their supervisor to take time off.

Ongoing

- **Staff Meetings** - All ResLife staff meetings will be held on Tuesday or Wednesday evenings. Please see below for your staff meeting time. Please do not register for classes or other obligations that evening.
 - **Wednesdays from 8:00 - 10:00 pm:** Staff meeting time for Claver, Loyola, Xavier, Fenwick staff.
 - **Tuesdays at 8:30 pm:** Staff meeting time for Vanderslice, 90 Saint Thomas More staff
 - **Wednesdays at 8:30pm:** Staff meeting time for Walsh staff.

Specific Responsibilities
(May vary by area or community)

Supervision

- Direction is received from a Resident Director and an Assistant Director of Residential Life.

Staff Supervision

The GRD, in collaboration with and under the supervision of a professional Resident Director, is responsible for the following staff supervision in their assigned building/area:

- Models for students and advocates for a commitment to the Jesuit and Catholic values of Boston College, as defined by the teachings of the Catholic Church, with special attention to cultural diversity and social justice
- Supervise and evaluate Resident Assistants, meeting with each staff member individually on a regular basis
- Plan and conduct staff meetings with Resident Director on a weekly basis
- Plan and implement staff development programs
- Supervise Office Assistants (Student Staff)
- Advise staff on appropriate student and floor interventions

On Call Crisis Response

- GRD's serve in the university Crisis Response duty rotation as a Resident Director on call (RDOC)
- When on duty, the GRD is expected to respond to crisis, both on and off campus, in accordance with our policies and response guidelines
- GRD's may be asked to assist with major or unexpected events such as national sports team celebrations, weather emergencies, or other major events (fire, flood, etc.) which can have a significant impact on our community

Student Formation

The GRD is responsible for the following aspects of student formation in their assigned building/area:

- Collaborate with the staff to implement student formation-based community programming
- Serve as a Conduct Hearing Officer for the university
- Provide academic and personal guidance to students, making referrals when appropriate
- Nurture and support relationships with Campus Ministry representatives (Graduate or Resident Ministers) in the service of expressing and modeling the Jesuit and Catholic values of Boston College

Operations

The GRD works with the RD of the community in regards to the following aspects of operations in their assigned building/area:

- Facilitates opening and closing of their building or area
- Conducts health and safety inspections
- Coordinates follow-up for all maintenance and housekeeping concerns/requests with the Central Office and Campus Partners
- Conducts weekly walk-through of building
- Maintains regular office hours balanced between mornings, afternoons, and evenings
- Facilitates check-in/check-out procedures and room changes
- Works with the Housing Assignment Specialist to ensure proper occupancy records and reports

Department and University Relations

The GRD participates in the following Department and University relations:

- Attends departmental staff meetings, divisional and departmental in-service training programs, and one-on-one meetings with their respective Resident and/or Assistant Director as required
- Acts as a liaison with faculty, the Jesuit community, and University offices
- Responds to students and parents about Residential Life issues/concerns
- Assists with the implementation of University and Departmental goals and objectives
- Participates in Departmental Committee's and other department related initiatives
- GRD's participate in Mod Tailgating duty during football season, as well as Marathon Monday duty

Professionalism

- GRD's are expected to hold themselves to the highest standards of conduct, abiding by both university policy, the Student Code of Conduct, and state/federal laws
- GRD's are required to act professionally according to expectations on demeanor, dress, conversations and language, etc. as provided in the expectations from the department and their supervisor(s)
- GRD's are expected to be leaders and role models for others in the department and at the university.

Time Off

- GRD's accumulate 2 vacation days per month. The days off must be approved by your supervisor prior to the day(s) requested, and the procedure to request time off follows the same expectations for all professional staff in the department
- GRD's will abide by all professional staff and university calendar dates and standards

Summer Employment Option

- Summer employment may be requested formally in writing to the Assistant Director of the area no later than December 15 in the Fall Semester
- Summer positions often entail committee work or summer operations assistance within the department
- If approved to work within the department for the entire summer between closing and professional staff training, an additional \$2500.00 stipend and the continuation of your Spring meal plan funds will be provided

Hours

University policy states that no student is permitted to work more than 29 hours/week at Boston College. This means that you may not hold another position at the university while employed with us in this position.

Qualifications

- Bachelor's Degree and interest in working with college-age students, strong preference for those enrolled in the Higher Education Master's Degree program
- 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
- Comprehension and appreciation of the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College and a willingness to express and abide by those values and mission
- Be administratively strong, including completing forms, written documents, and other tasks as required
- The ability to communicate effectively, both orally and in written manner, with students, visitors, parents, staff and other members of the Boston College community
- The ability to work in a challenging, yet supportive professional environment, and be willing to actively participate in their own learning experience