Title: Graduate Staff Assistant (GSA)
Reporting To: Resident Director/Assistant Director
Hours Per Week: 9 hours per week (includes occasional night and weekend commitments)
Stipend: $4,200.00 (Academic Year)
Additional Compensation: Room and Board in assigned community
Term: August 8, 2020 – May 25, 2021

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 Staff Assistant (GSA) is a live-in part time graduate assistantship for full-time enrolled graduate students. GSA’s serve as an administrative and developmental support assistant to an assigned area/residence hall community. In addition to Resident Assistant (RA) responsibilities (4+ hours/week), GSA’s provide support in the areas of RA programming, program planning, staff development, duty scheduling, and all other duties as assigned that are consistent with the spirit of the position (5 hours/week).

GSA’s are also asked to attend departmental meetings, and can volunteer for multiple experiences such as participation in departmental committees and initiatives, conduct hearings, RA one-on-one’s and mentoring, etc. This position is great for those interested in exploring Residential Life as well as other functional areas because you can work in a leadership role in two areas, simultaneously having two assistantships.
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:

Spring 2020

- **Friday, April 17, 2020, 4-6 pm**: RA Welcome and Orientation

Summer/Fall 2020

- **Saturday, August 8 - Sunday, August 9, 2020**: GSA Move-In: Staff must check-in by 3:00 pm on Sunday, August 9th.
- **Monday, August 10 – Friday, August 14, 2020**: Graduate Assistant Training
- **Saturday, August 15th and Sunday, August 16th, 2020**: RA Move-In Days. All staff must check-in by 3:00 pm on Sunday, August 16th.
- **Sunday, August 16th – Wednesday, August 26th**: RA Training, including evening and/or weekend requirements.
- **Saturday, August 22, 2020**: Move-In Day for Orientation Session 7. Staff shifts will be assigned for First-Year Area RAs.
- **Thursday, August 27, 2020**: First Year Student Move In. All staff in the First Year Area will be required to perform Check-Ins
- **Thursday, August 27 - Sunday, August 30, 2020**: First Year Area RAs will have commitments to staff Welcome Week events.
- **Friday, August 28 - Sunday, August 30th, 2020**: Upperclass Student Move In Weekend. All staff in the Sophomore and Upperclass Areas will be required to perform Check-Ins

End of Fall Semester 2020

All RA’s are released for Winter Break at **3:00 pm on Tuesday, December 22, 2020** and must depart campus at that time. Staff should not make arrangements to depart before 3:00 pm on the 22nd before seeking approval for an early release from the Director of Residential Education or their designee.

Spring 2021

- **Friday, January 15th - Monday, January 18th, 2021**: RA Winter Training and Hall Opening. All staff must check-in by 5:00 pm on Friday, January 15th.
- Staff may be asked to assist with group process interviews for the RA role in January or February of the Spring Semester.
- **Monday, April 19th, 2021**: Marathon Monday. Staff will have duty responsibilities during a portion of the event.
- **Sunday, May 23rd, 2021**: If you are graduating and participating in commencements you will be released at 5:00 pm this day from all official Residential Life duties. Because Law School Commencement occurs several days later, third-year law students will still be expected to assist with senior closing on Monday, May 24th, 2021.
- **Monday, May 24, 2021**: 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.
- **Tuesday, May 25th, 2021**: If you are not graduating then you will be released at 12 noon on Tuesday, May 25th, 2021 and expected to leave campus at that time. 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.

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.
  - **Tuesdays from 8:00-10:00 PM**: Staff meeting time for Fitzpatrick/Shaw/Gonzaga, Claver, Loyola, Xavier, Fenwick, Hardey-Cushing, and Keyes staffs.
  - **Wednesdays from 8:00 - 10:00 pm**: Staff meeting time for Cheverus, Kostka, Medeiros, and Duchesne staffs.
  - **Tuesdays at 8:30 pm**: Staff meeting time for Vanderslice, 90 Saint Thomas More, Williams, Welch, and Roncalli staffs.
  - **Wednesdays at 8:30pm**: Staff meeting time for Walsh staff.
**Important Dates**

**Please Note:** In the event of weather emergencies, natural disasters, high profile events, etc. staff may be asked to assist with other duties as assigned to help manage the on campus resident population.

**Holiday and Break Periods**

- **Holiday Duty** - Each staff is required to provide duty coverage (2 RAs per night) during designated times throughout the Academic Year. Holiday Duty coverage is defined as only those RAs who are on duty need to remain on campus from 8pm-7am, the remainder of the staff may leave campus for the entirety of the vacation period. Holiday duty dates for the 2020-2021 Academic Year are:
  - Thanksgiving Break: November 25 - 29, 2020
  - Winter Break: January 2 - January 14th, 2021
  - Spring Break: February 26th - March 6th, 2021
  - Easter Break: March 31st - April 5th, 2021

**Specific Responsibilities (May Vary by Area) – 5+ Hours/Week**

- Abide by all expectations outlined in the Resident Assistant position description and perform the duties of a Resident Assistant (RA) in such a way as to model appropriate performance for other Resident Assistants.
- Collaborate with my RD to assist with staff development, training, and other staff functions.
- Prepare, participate in, and supervise the Resident Assistant duty schedule.
  - Participate in the Resident Assistant on-call program for the area.
  - Receive duty change requests, approve/deny duty changes.
- Meet on a regular basis with the Resident Director to discuss staff, student, and professional development.
- Remain visible, available, and approachable to staff members and students.
- Hold regularly scheduled office hours.
- Assist with party registration meetings, in areas where applicable.
- Assist with any Living Learning Communities in my area as directed by my supervisor and LLC staff.
- Assist the Resident Director and RA staff in completing Health and Safety Inspections, as well as the necessary follow-up.
- Supervise the programmatic efforts of the Resident Assistant staff, including creating programming expectations, ensuring each staff member fulfills their programming requirements, and communicating this information to the Resident Director.
- Assist in collecting and recording all RA program proposals, bulletin board proposals, and evaluations online.
- I understand that I may be asked to perform tasks/duties/follow-up not specifically listed in this contract, but are in the spirit of the mission of the department, division, and institution.
- I understand that I am to uphold the professional conduct and values that are in line with the spirit of this position and the values of the institution.
- Other duties as assigned.
Hours

Because of university policy, no graduate student is permitted to work more than 29 hours/week at Boston College. This means that you may not hold another position for more than 20 hours/week at the university.

Qualifications

- Bachelor’s Degree and interest in working with college-age students; strong preference given to those enrolled in a Higher Education Administration master’s 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
- 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 and a willingness to express and abide by those values and mission
- Must be a full-time graduate student enrolled in 2 classes or the equivalent of 6 credit hours in a Boston College degree seeking program

*Updated December 2019*