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

**Title:** Living Learning Communities (LLC) Graduate Assistant

**Reporting To:**
- Assistant Director, Residential Leadership and Learning
- Resident Director, Fitzpatrick, Shaw, Gonzaga

**Hours/Week:** 29 hours per week (includes occasional night and weekend commitments)

**Stipend:** $11,000/academic year

**Tuition Remission:** Tuition Remission for 15 credits/year

**Additional Benefits:** Room/Board in Shaw House, serving in an RA Capacity

**Term:** August 8, 2020 – May 25, 2021

**Confirmed/Anticipated Position:** Confirmed

**Remote Options:** Some opportunity for remote work, pending university and state pandemic regulations in LLC component of role. RA component is in person.

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.

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**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 in conformity with those values. By personal example, Resident Assistants are student leaders who 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 Roman Catholic Church, with a special commitment to cultural diversity and social justice.

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**Position Overview**

The Living Learning Communities (LLC) GA is a full-time graduate assistantship for a full-time enrolled graduate student (29 hours a week). This individual will serve as an administrative and developmental support assistant for the Office of Residential Life’s LLCs **(20 hours a week)** while also serving as an advisor for the Shaw Leadership Program and an RA in a first year community **(9 hours a week)**.

The LLC GA will serve as an RA for twenty first-year Shaw House residents, participate in staff development, staff training, and community programming. In addition to hall staff responsibilities, the LLC GA will also provide administrative support and oversight to the various Living Learning Communities such as: serving as the advisor for the Shaw Leadership Council, assisting with assessment efforts through data collection and reporting, providing creative support and implementation of program marketing and student recruitment, and overseeing the application and selection process for upperclass Living Learning Communities.
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 2021
- **Friday, April 16, 2021, 4-6 pm:** RA Welcome and Orientation. If you are not currently at Boston College, attendance is not required.

Summer/Fall 2021
- **Saturday, August 7 - Sunday, August 8, 2021** GSA Move-In: Staff must check-in by 3:00 pm on Sunday, August 8th.
- **Monday, August 9 – Friday, August 13, 2021:** Graduate Assistant Training
- **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 29, 2021:** Move-In Day for Orientation Session 7. Staff shifts will be assigned for First-Year Area RAs.
- **Mid-August** – Residence Hall Association (RHA) Training
- **Friday, August 27 - Sunday, August 29th, 2021:** Upperclass Student Move In Weekend. All staff in the Sophomore and Upperclass Areas will be required to perform Check-Ins

End of Fall Semester 2021
All GSAs are released for Winter Break at **3:00 pm on Wednesday, December 22, 2021** 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 2022
- **Friday, January 14th - Monday, January 17th, 2022:** RA Winter Training and Hall Opening. **All staff must check-in by 5:00 pm on Friday, January 14th.**
- **Staff may be asked to assist with group process 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 a portion of 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. Because Law School Commencement occurs several days later, third-year law students will still be expected to assist with senior closing on Monday, May 23rd, 2022.
- **Monday, May 23, 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.
- **Tuesday, May 24th, 2022:** If you are not graduating then you will be released at 12 noon on Tuesday, May 24th, 2022 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.

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 2021-2022 Academic Year are:
- **Thanksgiving Break:** November 24 - 28, 2021
- **Winter Break:** January 2 - January 14th, 2022
- **Spring Break:** March 4th - March 13th, 2022
- **Easter Break:** April 13th - April 18th, 2022
Meeting Expectations

- **Attend RHA E-Board Meetings** Mondays at 9 pm (Subject to change)
- **Staff Meetings** - As part of the FitzShawGa staff, your weekly staff meetings will be on Tuesday evenings at 8:00 pm. Please do not register for classes or other obligations that evening.
- **First Year Area Meeting** - bi-weekly area meetings on Tuesdays from 10 am to noon.
- **One on One Meetings with Supervisor** - attend regular meetings with their supervisor.
- **Residential Life Department Meetings** - occur on the First Tuesday of the month from 9:30 – 11:30 am.
- **Student Affairs Division Meetings** – as scheduled.

Specific Responsibilities – Living Learning Communities

- Under the supervision of the Assistant Director for Residential Leadership and Learning, provide administrative support and oversight of LLCs.
- Coordinate and support large-scale programmatic efforts of 1-2 LLCs, with specific assignments determined in collaboration with AD for RLL
- Plan and support the execution of off-campus retreats for LLCs.
- Oversee the application and selection process for upperclass LLCs
- Regularly meet and communicate with representatives of campus partners for 1-2 LLCs
- [Bullet about assessment - not sure what to say]
- Conduct research and participate in outreach with campus partners about opportunities for new LLCs/LLCs
- Meet on a regular basis with the Assistant Director of LLCs for the purpose of: reviewing weekly LLC related tasks and projects.

As the Advisor for the Shaw Leadership Council:

- Hold weekly meetings with Shaw Council members
- Hold bi-weekly 1:1’s with individual shaw council members.
- Co-plan and attend the Shaw retreat.
- In consultation with Fitzpatrick/Shaw/Gonzaga Resident Director, plan and execute monthly Shaw Leadership program seminars.
- Assist with the selection and training of Shaw Leadership Council members.

Specific Responsibilities - RA

- Attend and participate in all required orientation and training programs, including all Resident Assistant training sessions and Residential Life staff in-service programs as required throughout the year.
- Participate in the Resident Assistant duty rotation for their area.
- Uphold the requirements as listed in the RA Agreement and will perform the duties of an RA in such a way as to model appropriate performance for other RAs.
- Assist in the daily operation of assigned community, such as assisting the Resident Director and RA Staff in completing Health and Safety Inspections, as well as the necessary follow-up.

Please refer to Resident Assistant Agreement for full expectations.
## Hours

In accordance with 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 at the university while employed with us in this position.

## Qualifications

- Bachelor’s Degree, and interest in working with college-age students; strong preference given to those enrolled in the Higher Education Administration 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
- The ability to work in a challenging, yet supportive professional environment, and be willing to actively participate in their own learning experience
- 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

## Supervisor Contact

**Name:** TBD - Contact Brian Regan, Associate Director for Selection, Development, and Formation in interim.

**Position:** Assistant Director, Residential Leadership and Learning

**Email:** reganbi@bc.edu

**Phone:** (617) 552-4720