



Title: Graduate Assistant for Off-Campus Student Living
Reporting To: Assistant Director for Off-Campus Student Living
Hours/Week: 20 hours/week (includes occasional night and weekend commitments)
Stipend: \$11,000 (academic year)
Tuition Remission: Tuition Remission for 15 credits/year
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 primary objective for Off-Campus Student Living is to manage the University's off-campus housing program that serves the needs of students, faculty, staff, and alumni interested in finding housing off-campus. We strive to help students make a successful transition and integration from campus to the local community. As an integral member of the Housing Operations team in the Office of Residential Life, the Graduate Assistant will support student learning and community engagement, and provide resources and supportive services for students living off-campus. This position offers a breadth of experience including student advising, student outreach, program planning/event management, and community relations experience.

Important Dates

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

Summer/Fall 2020

- **Monday, August 10 – Friday, August 14, 2020:** Graduate Assistant Training
- **Friday, August 28 - Saturday, August 29, 2020:** Off Campus Move-In
- **Saturday, August – Sunday, August 30th:** University Opening and Move-In

End of Fall Semester 2020

- All staff are released for Winter Break at **3:00 pm on Tuesday, December 22, 2020**. 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 Housing Operations or their designee.

Spring 2021

- **Friday, January 15 - Sunday, January 17, 2021:** Spring Semester Opening and Move-In
- **Wednesday, January 20, 2021:** Off-Campus Student Mandatory Meeting:
- Off Campus Student Living Information Sessions:
 - **Monday, February 1, 2021**
 - **Tuesday, February 9, 2021**
 - **Wednesday, February 17, 2021**
- **Thursday, February 18, 2021:** Housing Fair
- **May 2021 (Date TBA):** Boston Shines Community Cleanup Event:
- **Sunday, May 23rd, 2021:** 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 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. Staff should not make arrangements to depart before noon on the 25th before seeking approval for an early release from the Director of Housing Operations or their designee.

Required Meetings

- **One on one meetings with supervisor** - attend regular one on one meeting with supervisor
- **Housing Operations Meetings** – occur on the third Tuesday of the month from 1-3 pm
- **Residential Life Department Meetings** - occur on the First Tuesday of the month from 9:30 – 11:30 am
- **Student Affairs Division Meetings** – as scheduled
- **Campus Community Partnership Initiative (CCPI) Meetings:**
 - **September 2020 (Date TBA)**
 - **October 2020 (Date TBA)**
 - **February 2021 (Date TBA)**
 - **April 2021 (Date TBA)**

Specific Responsibilities

The Graduate Assistant will support off-campus housing initiatives to improve the quality of student life and promote positive relations with neighbors and the surrounding community. Specific assignments include:

- Assisting in the management of the University's off-campus housing database serving undergraduates, graduate students, exchange students, visiting scholars, and alumni
- Supporting programming focused on building community among off-campus students and their neighbors while also promoting civic engagement
 - Leading the BC Breakfast Club neighborhood cleanup program each Sunday after home football games
 - Organizing and hosting individual and group informational sessions for students looking for off-campus housing, including two off-campus housing fairs
 - Partnering with the Office of Health Promotion at monthly education-based Breakfast Bus Stops
 - Creating and disseminating the weekly Off-Campus Student Living newsletter
- Maintaining the Off-Campus Student Living social media accounts: Blogger, Facebook (in development), Instagram, and Twitter
- Meeting with off-campus students to discuss safety and remediate concerns with landlords, neighbors, or roommates, with attention paid to tenant rights
- Supporting Off-Campus Student Living learning outcomes and assessment activities
- Attending Student Affairs division meetings, Residential Life department meeting, Residential Operations meetings, weekly supervisor/supervisee 1:1s, and all events listed in the above "Important Dates" section
- 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 9 hours/week at the university.

Qualifications

- Bachelor's degree required, and full-time enrollment in a master's degree program at Boston College; 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
- 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
- Skills in new media (web page, publications, video, communications projects)
- Customer service experience preferred
- Proficiency in Microsoft Publisher or similar program preferred
- Marketing and publicity experience preferred

Updated December 2019