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 Residence Hall Association (RHA) Graduate Assistant (GA) is a live-in full-time graduate assistantship (29 hours a week) for a full-time enrolled graduate student. This position is designed to provide guidance and oversight for Boston College’s RHA in addition to serving as a Graduate Staff Assistant (GSA). This GA will serve as the primary advisor for the RHA Executive Board, and 5 student councils (20 hours a week) while also working as a Graduate Staff Assistant (GSA) (9 hours a week).

This GA will work collaboratively with (3) Resident Directors who advise RHA, under the supervision of an Assistant Director, to serve as an active resource and to facilitate developmental opportunities for the organization. The GA will assist in various areas of residential education, which will include: furthering the development of residence hall leadership and training initiatives; assistance in programmatic design and implementation; budget management; assessment efforts; and oversight of the day-to-day operations of RHA.

Additionally, the GA serves as a GSA in the Hillsides residential community, serving as an administrative and developmental support with other duties as assigned that are consistent with the spirit of the position (5 hours/week). Please see the position description for the GSA role for more details.
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. If you are not currently at Boston College, attendance is not required

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.
- **Mid-August – Residence Hall Association (RHA) Training**
- **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 GSAs 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 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 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 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
Meeting Expectations

- **Attend RHA E-Board Meetings** Mondays at 9pm (Subject to change)
- **RHA General Body Meetings** Mondays at 8pm (Subject to change to weekly)
- **RHA Advisor Meetings** (1 hour per week)
- **Hillsides Staff Meetings** - All ResLife GSA/RA staff meetings will be held on Tuesdays or Wednesdays
- **Upperclass Area Meeting** - bi-weekly area meetings on Tuesdays from 10am 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 – RHA

- Facilitate Fall Semester Training for the Residence Hall Association (RHA) E-Board
- Design and implement on-going training and development opportunities for RHA members including Residence Hall Council (RHC) and RHC graduate advisors (Programming Graduate Assistants)
- Assist with the planning and implementation of an RHA Leadership Retreat
- Meet weekly with RHA leadership to provide hands on oversight and guidance (1 hour per week)
- Meet bi-weekly with representatives from the, Fellowship, Finance, Marketing, and Community Engagement Committees to provide direct oversight of large-scale program planning and execution (1 to 2 hours/week)
- Attend large scale RHA events as needed (approximately 10 yearly). Most programs occur during the evening hours (e.g. 7:00 pm and onwards)
- Manage receipts and reconciliation of personal RHA purchasing card and dining card
- Manage roster and approve events on RHA MyBC page (OrgSync)
- Assist with oversight of RHA election process
- Meet regularly with supervisor, and student leaders as indicated above.
- Other duties as assigned

Specific Responsibilities – GSA

- 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 on-call program for their area.
- Uphold the requirements as listed in the RA contract 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 see GSA position description and RA contract for description of full responsibilities.

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 given to those enrolled in the Higher Education Administration program
- A strong commitment to participating in a diverse and inclusive environment
- Demonstrated interest and/or skills related to program development, student development and working with groups
- 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
- Ability to work independently
- Some evening and weekend work required
- 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*