

BOSTON COLLEGE • OFFICE OF RESIDENTIAL LIFE

ResLife Special Projects Coordinator Description

Title: ResLife Special Projects Coordinator

Reporting To: Assistant or Associate Director of Residential Life

Hours/Week: 35 hours/week

Compensation:

- Minimum starting wage-\$16.54/hour during assigned work shift (Starting wage subject to final approval in April 2024)
- Single bedroom within an air-conditioned apartment over the duration of employment with 2-5 apartment roommates.
- Summer housing available until Saturday, August 10th; students with a Fall 2024 housing assignment will be permitted to move directly into their fall housing assignment between Sunday, August 11, 2024-Tuesday, August 13, 2024. Students without a fall housing assignment will not be able to remain on-campus past Saturday August 10th.
- Receive 5 unpaid vacation days-
 - Must submit expected vacation time at least three weeks in advance and receive written approval from supervisor to ensure adequate coverage and staff presence.
 - No requests will be granted during the following dates: May 15-May 31, 2024 or August 5-August 9, 2024.

Dates of Employment: Wednesday, May 15, 2024 - Friday August 9, 2024.

Position Overview:

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.

The ResLife Special Projects Coordinator will work directly with an Assistant or Associate Director of Residential Education or Housing Operations to complete necessary projects associated with summer operations, or planning for the fall semester. Depending on the need of the department, the coordinator will be asked to plan and execute a variety of initiatives for the department. These projects could include, but are not limited to:

- Assist with housing bookings, room changes, and other housing assignments processes for the summer and fall terms.
- Assist with summer housing bookings, ensuring they are accurate and collaborate to generate appropriate housing billing statements for current students and summer groups.

- Assist with the Living Learning Community housing applications, marketing and recruitment, and reviewing and selecting candidates for these communities.
- Assist with the organization and management of the Summer Orientation housing tours and informational resource fairs, as well as responding to students/families in regards to their housing questions.
- Assist with the planning, preparation and execution of summer staff training.

As a member of the Residential Life team, you are expected to uphold high standards of personal and professional conduct. Student positions in Residential Life might require administrative or physical work depending on the role, but all staff members are expected to deliver a high level of customer service to students, families, university staff, and community members at all times while performing their role.

In the course of this role, you may become aware of private information about a student or departmental process. It is expected that you will maintain the privacy of all information you learn in the course of your role, both online and when communicating with others in or out of the office in addition to agreeing to the terms of the *Student Leader Confidentiality Agreement*.

Responsibilities:

While you may be assigned additional or one-time tasks in a given week, below is a list of potential tasks you may perform. These include, but are not limited to, the following:

- Assist with shared email accounts (placement, summer, ResLifeJobs, Living Learning, etc.) and in-person communication with students and other stakeholders.
- Assist with housing assignments, creating bookings, and audits to ensure housing records are consistently accurate.
- Assist with housing requests, applications, and Living Learning applications in preparation for the fall semester.
- Learn and utilize pertinent software, which is required to maintain accurate guest records and other tasks essential to the role.
- Develop marketing and communication materials for Residential Life
- Collaborate with department staff to plan and execute student and professional staff trainings
- Attend required weekly meetings and scheduled 1:1s with supervisor
- Assist with training and management of all summer operations tasks for student staff working for summer operations (Community Assistants, Prep Crew, Summer Operations Assistants, Facilities Assistants)
- Other duties as assigned

Important Dates or Hours/Opportunities for Additional Hours:

Specific responsibilities may vary from week to week depending on events or processes occurring in the department but the following dates or times are particularly busy times for our office or this role and you will be **expected** to be available:

- All-Staff Orientation: Friday, April 12 2024; 3:00PM-5:00PM

- Summer Coordinator Training: Monday May 6, 2024, 10am-12pm
- Summer Operations Assistants Training: Thursday, May 16th, 2024; 9:00AM-12:00PM and Friday, May 17th, 2024; 1:00PM-5:00PM
- Summer Operations Assistant Training: Thursday, May 18th, 2023; 9:00AM-5:00PM
- Spring to Summer Housing Transition: May 16 - Wednesday May 22, 2024
- Reunion Weekend: Friday, May 31, 2024-Sunday, June 2, 2024
- Messina College Move-In: Sunday July 7, 2024 8:30-12:30pm
- Summer to Fall Housing Transition: Saturday August 10- Sunday, August 11, 2024

BC Student Employee Hour Policy

In accordance with university policy, during the summer employment term students may work 30 or more hours per week (to a maximum of 40 hours per week), but **may not** work more than 12 weeks of the summer employment period working these hours as a student employee of Boston College, even if working more than one job for BC. Students may only work more than 12 weeks of the 14-week summer employment period if they average no more than 29 hours per week throughout the summer.

Requirements

Specific responsibilities may vary from week to week depending on events or processes occurring in the department.

- Commitment to abide by and enforce all policies set forth in the Conditions for Residency and Student Code of Conduct at all times, as well as any applicable Boston College policy
- Ability to adhere to the Student Confidentiality Agreement and safeguard confidential and sensitive Boston College information and data
- Must be in good conduct throughout the duration of employment. Any student cannot be on active University Probation.
- Positive actions and attitudes that will reflect positively on Boston College both during and outside regular work shifts
- Adherence to business casual dress code which includes the Boston College summer housing shirt that will be provided
- Excellent verbal and written communication and time management skills
- Must be a current Boston College student at time of hire.
- Must possess positive customer service skills and a positive attitude to succeed in this role
- Must maintain good record keeping
- Adherence to business casual dress code which includes the Boston College summer housing shirt that will be provided
- Applicants must be exclusively available for this position without engaging in other BC employment