



## Summer Hiring Process

### Summer Staff Application Process:

Information on the Summer Staff application can be found below. BEFORE completing an application, please be sure to read the job description along with important summer dates found on the job description.

You Must be a BC student (undergraduate or graduate) to apply for any of these positions. Graduating seniors are eligible to apply if they can commit to the contract period.

1. The application must be completed in one sitting and cannot be saved and edited at a later date.
2. The application, which includes one prompt needed for submission (included below) will take approximately 20-25 minutes to complete.
3. You may rank your interest in multiple positions, but please note that if offered an interview, it will only be for one position.
4. Individuals interested in a Coordinator position MUST be a rising senior or graduate student OR have worked for Residential Life summer operations in the past.
5. The following prompt will require a submission on the application:

Please submit a cover letter that addresses: (1) Your interest in the position(s) you are applying for; and (2) The skills and strengths that you would contribute to the Residential Life summer team. This cover letter should be 1 page or less in length. In addition, please submit a resume detailing your work and involvement experience. Submit this as a PDF document. For assistance in crafting a cover letter and/or resume, you can reach out to the Career Center: <https://www.bc.edu/offices/careers>. Upload your resume and cover letter as one single document titled LastName\_FirstName (ex: Razek\_Matthew).

### Information Sessions:

Come learn more information about the summer staff position offerings and get your questions answered during an information session! Attendance at an information session is NOT required. Please check the ResLife website for session dates.

### Interview Process:

Due to the number of applications we anticipate for the Summer Staff positions, we will not be able to offer an interview to all applicants. Those selected for an interview will be notified in mid-March. Individual 30-minute interviews will occur March 23-24. More information on interviews will be provided to those selected.

Position offers will be made in the beginning of April.

