Title: Graduate Assistant for Transitional Housing and Summer Operations

Reporting To: Assistant Director for Summer Housing and Transitions

Hours Per Week: 20 hours per week (includes occasional night and weekend commitments)

Stipend: $11,000 per 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 Graduate Assistant for Transitional Housing and Summer Operations will aid in the management of processes related to university housing operations, specifically residence hall openings and closings including early arrivals and extensions, as well as business operations, and summer housing. This person will assist with coordination of residence hall opening and closing for both the Fall and Spring semesters including but not limited to overall logistics for residence hall staff, the early arrival and application process creation and review of requests, maintaining the transitions email account, and communication to students and campus partners.

Additionally, this role works with business operation processes that may include procurement card communication and departmental budget review. Lastly, this individual will help coordinate various aspects of the summer housing program including residence hall placement for 30+ Camps, Conferences, and Student Housing Groups residing on campus between May and August through facilitating contract creation, attending operations meetings, and inventory management. This individual will assist in the recruiting, interviewing, selection, and training of the summer student staff consisting of approximately 130 students.
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
- **Saturday, August 22 – Sunday, August 30th:** University Opening and Move-In
- **December 3-10, 2020:** Fall Closing and Spring Opening Extension/Early Arrival Application
- **Final Review**

**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
- **March 22-26, 2021:** Summer Staff Interview Days
- **April 30, 2021 (subject to change):** Summer Staff Orientation
- **May 10-17, 2021:** Spring Closing Undergraduate Res Halls Close
- **May 18, 2021:** Commencement & Spring Closing Extensions End
- **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
Specific Responsibilities

- Coordinate Extension and Early Arrival communication and marketing to students around transition periods at the beginning and end of semesters
- Review applications and provide status updates to students for extension and early arrival requests around transition periods at the beginning and end of semesters - this includes making necessary edits to the application prior to launch
- Manage communication with five email accounts within the summer and transitions unit during the academic year
- Assist with transition period of summer to academic year by facilitating summer staff focus groups, transition report writing, and necessary benchmarking for future changes to the unit
- Assist in coordinating the recruitment, interview, selection, and training process for all summer staff positions
- Manage overview of training and development materials for summer professional and student staff
- Assist with major departmental initiatives including the check-in and check-out process.
- Provide support to events sponsored by Off-Campus Student Living, Residence Hall Association, and other sub-units within Residential Life
- Coordinate contract creation and implementation for all needs of camps, conferences, and student housing groups.
- Participate in the Summer and Transitions departmental committee along with one other committee of interest during the course of the academic year
- Utilize StarRez housing software for assignment of students, groups, and camps to summer housing, as well as Smartsheet project management system for coordinating facilities projects and collaborating with other departments on campus.
- Create and update summer space calendar with groups to provide an occupancy update and availability for facilities and event management staff
- Meet with students as needed to discuss summer housing or transitions applications
- If desired, an opportunity to work over the summer months to experience the management of summer housing, camps, conferences, and special groups
- This position entails some evening and weekend commitments.
- All other duties as assigned throughout the term.
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 for more than 9 hours/week at the university.

Qualifications

- Bachelor’s Degree and interest in working with college-age students. Strong preference given to those seeking a degree in Higher Education.
- A strong commitment to participating in a diverse and inclusive environment.
- 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 connect with students and staff on a professional, personal, and formational level.
- A commitment to excellent customer service skills and interactions.
- 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.

*Updated December 2019*