Student Housing, Camps, and Conferences Coordinator Position Description

Title: Student Housing, Camps, and Conferences Coordinator

Reporting To: Student Housing, Camps, and Conferences Resident Director

Hours/Week: Full-Time: 29 hours/week

Compensation: $15.00/hour; Single occupancy bedroom in an air-conditioned apartment with suite/apartment mates (for majority of summer)

Date Range: May 19 - August 27, 2021 (housing compensation available until August 18)

Student Housing, Camps, and Conference Coordinator Overview:

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.

The Coordinator is responsible for overseeing camps and conferences that utilize Boston College residence halls and facilities. In collaboration with Events Management and other Summer Housing Coordinators, they will have direct oversight and ensure all accommodations are met for guests including, but not limited to housing placement, linens, and building access. They are also responsible for managing group housing arrival and departure including Welcome Center and remote check-ins. They will meet weekly with Event Management staff to ensure all group expectations are being met.

The Coordinator is responsible for working to assist with housing placement of undergraduate and graduate summer students and other internal groups including athletes, academic groups, employee/internship housing, and more. The Coordinator will assist with check-in/-out of summer school students and communicate with the welcome center on the needs of check-in/-out for various groups. Coordinators will work to verify accurate occupancy records for internal groups throughout the summer and will work most closely with assigning individuals to room spaces and answering inquiries. Coordinators will also assist with the Fall early arrival process for returning students.

Student Housing, Camps, and Conferences Coordinator Responsibilities:

- Attend coordinator and professional staff meetings Monday-Friday mornings for an overview of projects and tasks within the summer operation group
- Manage all email (student housing and camps/conferences email accounts) and in-person communication with individuals, groups, and their liaisons.
- Work alongside BC Event Management staff including needs of roster, IT concerns, and accommodations
- Manage the StarRez housing placement for all guests residing on-campus. Create bookings for all students and student groups staying on-campus over the summer
- Manage housing requests and applications received throughout the summer months
- Prepare materials and scheduling for all check-in/check-out (session I and II) including information/directional flyers, keys, combinations, ID cards, linen needs, etc., (keys/combos and linens will be in collaboration with the Welcome Center & Prep Crew Coordinators)
- Communicate dates, needs, and other necessary information to the Community Assistant staff who will be staying in the halls with guests in collaboration with supervisor.
- Communicate with fellow Coordinators regarding billing, linen, and access needs for student groups.
- Help manage Fall early arrival applications and bookings through phone and email communication.
- Friendly, professional, and courteous interactions with all staff, parents, and students is imperative.
- Attend regularly scheduled 1:1 meetings with supervisor.
- Other duties as assigned.

**Coordinator Standard Hours:**
- Monday - Thursday 9:00am – 4:00pm; Friday 9:00am - 3:00pm
- Lunches are 1 hour in length and are unpaid
- Receive 8 days unpaid Vacation Time
- Occasional night or weekend check-in/check-out assistance for incoming or outgoing groups.