

The mission of the Options Through Education (OTE) Transitional Summer Program is to prepare the transition to Boston College for a select group of diverse students who have demonstrated potential and leadership in spite of challenging educational and financial circumstances. This summer residential program nurtures student's academic, social, cultural, and spiritual development.

Goals of the OTE Program include:

- To provide a community of support and resources to help students succeed at Boston College
- To help students get acclimated socially to BC and build long lasting relationships
- To help build academic abilities especially in the areas of math, English, critical thinking, and study skills
- To engage students in questions of cultural, racial, and ethnic identity development

**Qualifications:**

A successful candidate for a Res Staff position for OTE will be open minded and enjoy working with diverse groups of people. Candidates will be organized, responsible, and able to make good, ethical decisions. Candidates must demonstrate leadership, interpersonal skills, and a commitment to diversity. We welcome all students with various backgrounds, experiences, and talents to apply!

**Benefits:**

Total compensation includes competitive salary, on-campus housing, and meal plan to cover the duration of the program.

Applications open early December and will be due by the end of January. Interviews typically take place at the end of January - mid February. All applicants will be notified by late February/early March.

## OTE Preceptor position

### Required Skills, Knowledge & Abilities:

The successful candidate will have demonstrated ability and desire to work with a diverse student population and in a team environment. This position will require working well on a team, effective planning, organizing, and administrative details. Successful applicants will possess significant experience working with students in a leadership capacity. Applicants should be current Boston College students in good academic and disciplinary standing with the University and their academic department. Candidates who are rising juniors or rising seniors are preferred.

**Hours of Work:** Schedule consists of 35 hours for training, and up to 29 hours per week during the program. This includes; a one-day orientation, a 7-day training, evening hours, weekly meetings, and most weekends during the seven-week program.

### General Position Responsibilities:

This is a live-in student leadership position which reports to the Residential Coordinator and supports the overall mission of the OTE Program through:

1. Supporting the general operation of the residence hall
2. Facilitating an environment that contributes to the academic, social, cultural, and spiritual development of students
3. Introducing students to academic and administrative resources of Boston College
4. Facilitating the success of co-curricular activities and weekend trips in order to build group cohesion, foster interpersonal relationships, and develop personal identity
5. Developing and maintaining positive on-going relationships with five-to-seven assigned students throughout their participation in the OTE Program. Additional supervision will be provided by OTE Counselors and the OTE Program Coordinator.

Candidates will need the following information in order to complete the application:

1. The online application through MyBC (orgsync).
2. A current resume.
3. An unofficial transcript from Student Services (not a degree audit).
4. A letter of recommendation ( template provided) from a former supervisor or faculty/administrator.

## OTE Counselor Position

### Required Skills, Knowledge & Abilities:

Candidates should possess excellent oral and written communication skills, strong organizational and interpersonal skills. The successful candidate will have demonstrated ability and desire to work with a diverse student population as well as all constituents of the college.

**Hours of Work:** Schedule consists of 35 hours for the week of training and 29 (mostly afternoon and evening) hours per week during the program. This includes; a one-day orientation, a 7-day training, evening hours, Opening/Closing Events, weekly meetings, and most weekends during the six-week program.

### General Position Responsibilities:

This is a live-in staff position. The position reports to the Senior Assistant Director of the BAIC, and is responsible for counseling a caseload of 12-18 students during the six-week program. Counselors are expected to meet with each student in their caseload individually at least three times throughout the course of the summer program. Generally, these appointments will include the following topics: transition from high school to college, racial/ethnic and gender identities, sexual orientation, academic successes/challenges, progress reports, and any other topics which may affect the student's self-concept and emotional well-being during the program. The counselor position seeks to contribute positively towards the integration of each student's intellectual, social, cultural, and spiritual development in preparation for matriculation in the fall semester.

### Specific Duties:

- Meet at least three times with each student in your respective caseload throughout the seven-week program; maintaining adequate documentation (progress reports, signed contracts, meeting notes from each appointment, and concluding summaries) for their permanent BAIC record
- Act as the primary overseer for all academic and transitional concerns for the students in your caseload, including: (1) maintaining communication with faculty (English, math, communications) about each student's academic well-being; (2) following up with students when academic or adjustment concerns from staff or faculty arise; (3) facilitate the use of progress reports as a tool for student success, (4) initiating a case conference when necessary
- Attend all meetings as required
- Collaborate with Residential staff, faculty, and BAIC staff to implement additional relevant and creative programming
- Facilitate at least two Floor Meeting discussions in collaboration with the Residential Staff
- Participate in a rotating Counselor on-call schedule that ensures coverage in the event of an emergency

- Attend all trainings, Saturday trips, and other events and meetings as designated by the OTE Program.
- Other duties as assigned

Minimum of Education/Training: A Bachelor's Degree is required (at the time of application); Master's Degree preferred. Preference given to candidates with at least one year or more in their graduate program. Candidates should have experience working in a counseling setting with diverse populations. Experience working with high school and/or college students strongly preferred. Some knowledge of student development, counseling techniques, racial/ethnic identity theory preferred. The successful candidate will demonstrate commitment, initiative, independence and a sense of teamwork in a diverse working environment.

Candidates will need the following information in order to complete the application:

1. The online application through MyBC (orgsync).
  2. A cover letter in a page or less that addresses your interest in the position, and the skills and strengths that you would contribute to the OTE Residential Staff team.
  3. A current resume.
  5. A letter of recommendation ( template provided) from a former supervisor or faculty/administrator.
- » The cover letter and resume should be uploaded as a PDF in one document.

### **OTE Residential Coordinator Position**

**Required Skills, Knowledge & Abilities:** The successful candidate will possess strong organizational, supervisory, and interpersonal skills, excellent oral and written communication skills, experience facilitating trainings, and a demonstrated ability and desire to work with a diverse student population.

**Hours of Work:** Schedule consisting of 40 (mostly evening) hours per week. This will include evening office hours, Opening and Closing Events, weekly meetings and most weekends during the six-week program, one-week orientation, and two-week training.

**General Position Responsibilities:** This is a live-in staff position. This position reports to the OTE Program Coordinator and is responsible for (1) direct supervision and training of the preceptor team which consists of approximately eight live-in student leaders, (2) overseeing the general operation of the residence hall, (3) serving on the OTE student disciplinary committee, and (4) facilitating an environment within the residence hall that will contribute to the intellectual, social, cultural, and spiritual development of students. This position will require planning, organizing, staffing, and administrative details for the assigned residence hall.

**Specific Duties:**

- Facilitate residence hall logistics, including: creating and overseeing preceptor duty schedule, student-centered Community Standards/documentation policy in conjunction with preceptors, move-in/out, opening and closing, check-in/check-out procedures, keys/access cards, daily walk-through, general maintenance, and housekeeping concerns
- Maintain a respectful and healthy living/study environment according to BC residence hall regulations and congruent with appropriate community standards including current smoking/alcohol consumption policies
- Serve as the primary liaison to the Thea Bowman AHANA and Intercultural Center in maintaining protocol regarding emergencies and managing building crises and incidents.
- Facilitate trainings and lead the weekly Residential Staff Team Meeting, Community Meeting, and others as designated.
- Collaborate with Residential Staff to implement relevant and creative programming – especially with regard to the areas of team building, and social and cultural knowledge, appreciation, and development
- Supervise daily study hall
- Other duties as assigned

**Minimum of Education/Training:** A Bachelor's Degree is required; Master's Degree preferred. Experience in residential life, including supervisory roles, and knowledge of student development is strongly preferred. The successful candidate will demonstrate commitment, initiative, independence and a sense of teamwork in a diverse working environment.

1. The online application through MyBC (orgsync).

2. A cover letter in a page or less that addresses your interest in the position, and the skills and strengths that you would contribute to the OTE Residential Staff team.
  3. A current resume.
  4. A letter of recommendation ( template provided) from a former supervisor or faculty/administrator.
- » The cover letter and resume should be uploaded as a PDF in one document.