



BOSTON COLLEGE • OFFICE OF RESIDENTIAL LIFE
Graduate Assistant Agreement August 2020 – May 2021

This Agreement sets forth the terms and conditions of my engagement as a Graduate Assistant at Boston College.

Title:	Graduate Assistant for Housing Assignments
Reporting To:	Assistant Director for Housing Assignments & Occupancy
Hours/Week:	20 hours/week (includes occasional night and weekend commitments)
Stipend:	\$11,000 (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 in conformity with those values. By personal example, Resident Assistants are student leaders who 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 Roman Catholic Church, with a special commitment to cultural diversity and social justice.

Position Overview

Reporting to the Housing Assignments Specialist, the primary objective for the Housing Assignments Graduate Assistant is to assist with the university's housing placement and room selection processes. As an integral member of the housing assignments team, the Housing Assignments Graduate Assistant will develop skills in customer service, educational programming, research and assessment, and housing operations. The Housing Assignments Graduate Assistant is a member of the housing assignments unit within Residential Life, which coordinates all operational aspects of the room assignments process for approximately 7,500 undergraduate students, including new student assignments, room selection for upperclassmen, and room changes during the academic year.

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 – Sunday, August 30th:** University Opening and Move-In

End of Fall Semester 2020

- All staff are released for Winter Break at **3:00 pm on Tuesday, December 22, 2020** and must depart campus at that time. 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

- Spring Semester Opening and Move-In
- **3rd and 4th weeks in January, 2021** – Room Selection Process Information Sessions
- **2nd and 3rd Weeks in March, 2021** – Upperclass Student Room Selection Process
- **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

Assist with housing assignment educational initiatives and improve student satisfaction related to experience interacting with housing assignments unit. Tasks include:

- Provide customer service support to students, parents and stakeholders by maintaining department email account and responding to phone calls
- Create and implement a room selection education and assessment campaign to increase student awareness and satisfaction
- Educate students, faculty and staff on housing assignment information by presenting at staff meetings and student programs
- Research room selection best practices and assist housing assignment supervisors with improving the room selection process
- Participate in the housing appeals process for students wishing to live on campus
- Assist with information fairs and info sessions
- Assist with managing and updating the StarRez housing database
- Attend and contribute to departmental and divisional meetings
- Serve on various departmental committees
- Attend weekly supervision meetings
- Other duties as assigned

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 required, and full-time enrollment in a master's degree program at Boston College; strong preference given to those enrolled in the Higher Education Administration program
- A strong commitment to participating in a diverse and inclusive environment
- The ability to connect with students and staff on a personal, as well as formational level
- The ability to communicate effectively, both orally and in written manner, with students, visitors, parents, staff and other members of the Boston College community
- 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
- Skills in new media (web page, publications, video, communications projects)
- Customer service experience preferred
- Proficiency in StarRez or similar program preferred
- Marketing and publicity experience preferred

Supervisor Contact

Name: Jay Cusick
Position: Assistant Director, Occupancy and Assignments
Office of Residential Life, Boston College
Email: jay.cusick@bc.edu
Phone: (617) 552-3341

Resignation & Termination

I agree and accept that I may be subject to discipline, up to and including termination, for failure to abide by the terms of this Agreement. I also agree that if I am subject to disciplinary action under the Student Code of Conduct or other University policy, whether or not the conduct at issue is related to my position, my appointment may also be subject to discipline, up to and including termination from my position.

In the event of my resignation or termination from the Residential Life staff, I understand that all of my financial benefits, including room and meal plan if applicable, will cease immediately and I will be given 48 hours to vacate my room if applicable. The meal plan will be shut off, and meal plan funds will not be reimbursed. I also understand that any credit to my account will be prorated through the last day of my agreed upon employment on the staff (i.e., 15 weeks per semester, resign end of the second week, will only receive two weeks of credit, all other credits will be immediately cancelled).

I have read and understand and agree to abide by this Agreement.

Print Name: _____ Signature: _____

Date: _____ Eagle ID: _____