



Title:	Programming Graduate Assistant (PGA)
Reporting Line:	Resident Director and Assistant Director, First Year Area
Hours/Week:	20 hours/week
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. 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 Programming Graduate Assistant (PGA) is a live-off, 20 hour per week graduate assistantship for full-time enrolled graduate students. Programming Graduate Assistants (PGAs) are an integral part of the First Year programming and engagement model; intended to spearhead and coordinate programming efforts within the community, build strong, formational residential communities in the residence halls, and encourage the leadership development of the Residence Hall Councils (RHC), RA Staff, and residents.

Specifically, PGAs manage programmatic efforts of the Resident Assistant staff, ensuring each staff member fulfills their programming requirements, overseeing data collection and assessment, and assisting RAs with program planning. Under the supervision of a full-time Resident Director (RD), PGAs are responsible for advising RHC, assisting in the training and development of the RA staff, coordinating small and large scale programming both individually and in collaboration with RAs, RHC, and other PGAs, facilitating conversation groups focused on the theme of transition for first-year students, and acting as a mentoring presence in the residence hall community. **Please note that several aspects of the PGA expectations will occur in the evening hours.**

While the PGA role's focus is on formation, programing, and leadership development, as an assistantship within the Office of Residential Life, the PGA may be called upon to assist with additional projects and tasks as designated by their supervisor or the Assistant Director for the First Year Area.

Important Dates

Staff members are not excused from these dates unless a request is submitted in writing and approved by the Director of Residential Education 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
- **Sunday, August 16th – Wednesday, August 26th:** RA Training, including evening and/or weekend requirements.
- **Presence at First Year Move In Days**
 - **Saturday, August 22, 2020:** Move-In Day for Orientation Session 7. Staff shifts will be assigned for First-Year Area staff.
 - **Thursday, August 27, 2020:** First Year Student Move In. All staff in the First Year Area will be required to perform Check-Ins
- **Thursday, August 27 - Sunday, August 30, 2020:** First Year Area staff will have commitments at Weeks of Welcome events.

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 Residential Education or their designee.

Spring 2021

- **Friday, January 15th - Monday, January 18th, 2021:** RA Winter Training and Hall Opening.
- Staff may be asked to assist with group process interviews for the RA role in January or February of the Spring Semester.
- **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 and expected to leave campus at that time. Staff should not make arrangements to depart before noon on the 25th before seeking approval for an early release from the Director of Residential Education or their designee.

Required Meeting Attendance:

- **Staff Meeting** - these staff meetings have pre-set days/times on either Tuesdays or Wednesdays at 8pm depending on community placement. Community placement information will be forthcoming in May 2018. Please do not register for classes or other obligations until you are aware of your community placement and corresponding meeting time.
 - **Tuesdays from 8:00-10:00 PM:** Staff meeting time for Fitzpatrick/Shaw/Gonzaga, Claver, Loyola, Xavier, Fenwick, Hardey-Cushing, and Keyes staffs.
 - **Wednesdays from 8:00 - 10:00 pm:** Staff meeting time for Cheverus, Kostka, Medeiros, and Duchesne staffs.
- **First Year Area Meeting** - PGAs will attend bi-weekly Area meetings on Tuesdays from 10am to noon.
- **PGA 1:1 Meetings with Supervisor**- PGA's will attend regular 1:1's with their supervisor.
- **RHC Advisor Meetings**- All RHC advisors will attend 1hr weekly meetings run by a member of the RHA Advisor team.

Specific Responsibilities

- **Programmatic Oversight and Initiatives**
 - Manage programmatic efforts of the Resident Assistant staff including creation of programming expectations, ensuring each staff member fulfills their programming requirements, and communicating this information to the Resident Director
 - Approve all programming related submissions, including program and bulletin board proposals, and program evaluations.
 - Coordinate supply and food purchasing/delivery for RA programs, RHC events, and other area initiatives.
 - Reconcile and process necessary programming budget items, including tracking RA spending.
 - Support and assist in the execution of RHC Programs and Events; support RHA events
 - Work with RD to plan and execute Late Night and Weekend Community Programming initiatives.
 - Send periodic community emails about the area's programmatic offerings.
- **Advise Residence Hall Council** - PGAs will serve as the primary advisor for the Residence Hall Council which will include training executive board members, advising the executive board in the planning and running of meetings, coordinating large and small scale programs, holding 1:1 meetings with council members, and providing ongoing leadership development for RHC members.
- **Leadership Development** - PGAs will be responsible for providing training and ongoing development around leadership to the RA staff, RHC e-board, and residents where appropriate. This will include a 1:1 with each RA in both semesters.
- **Community Dinner Series** - bi-weekly dinner and dialogue series designed for students in the First Year Area to engage in meaningful conversations, encourage reflection, and build strong communities. PGAs will prepare the agenda/activities and facilitate conversation while sharing a meal as a group.
- **Monthly Program** - PGAs will host one program a month to build connections within the community. These programs will include a variety of themes, connecting to the department's programming learning outcomes. The program content and activities may be planned with other members of the Residential Life staff or campus partners.
- **RA Staff Meetings** - PGAs are required to regularly attend RA Staff Meetings. PGAs may be responsible for an element of the agenda every week.
- **Supervision** - I will meet on a regular basis with the Resident Director for the purpose of:
 - Planning staff development, community programs, and other activities.
 - Managing work schedule to complete tasks and have a presence in the community.
 - Discussing staff, resident, and area concerns/issues.
- **Other duties as assigned** - PGAs will perform task to support community needs including, but not limited to, Health & Safety Inspections, Opening, Closing, lock outs.

Hours

Because of university policy and the Affordable Care Act (ACA), 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

Essential functions necessary for the position include:

- Bachelor's degree, seeking a master's degree in Higher Education Administration or related field
- 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
- Ability to create, plan, and implement both small and large scale programs
- Facilitation of small group conversations, retreats, training, and reflection activities
- Advising student leaders (Residence Hall Council)
- Evening and weekend work required

Updated December 2019