Title: Programming Graduate Assistant (PGA)
Reporting To: Resident Director/Assistant Director
Hours/Week: 20 hours/week
Stipend: $11,000 (Academic Year)
Tuition Remission: Tuition Remission for 15 credits/year
Term: August 5, 2019 – May 19, 2020

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 Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, Director of Residential Education, and Director of Operations, the department consists of 40 professional staff members, 24 graduate positions, 192 RAs, and 20 additional student employees.

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.

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
Graduate Assistant Training - August 5, 2019 - August 9, 2019

RA Training is Sunday August 11, 2019 – Tuesday August 21, 2019 with evening and/or weekend requirements.

Presence at First Year Move-In Days
  o Sunday, August 17, 2019
  o Thursday, August 22, 2019

All PGAs are released for Winter Break at 3:00pm on Friday December 20, 2018

Friday January 10, 2020 - Monday January 13, 2020

All PGAs are released for Summer Break at 12:00pm on Tuesday May 19, 2020

Required Staff Meeting Attendance:
  o RA 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 2019. Please do not register for classes or other obligations until you are aware of your community placement and corresponding meeting time.
  o Committee Meetings (1 hr bi-weekly) these meetings will serve to plan the implementation of larger initiatives (InC and FLAE) across communities.
  o PGA 1:1 Meetings with Supervisor PGA’s will attend regular 1:1’s with their supervisor.
  o 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
  ◦ Collect and record programming attendance and evaluations using OrgSync and prepare monthly programming reports for supervisor.
  ◦ Attend all RHC Programs and Events; support RHA events
  ◦ Individually plan and execute Late Night and Weekend Community Programming

- 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.

- In Community (InC) Conversation Groups (Fall Only) - weekly conversation groups designed for students in the First Year Area to engage in meaningful conversations, encourage reflection, and build strong communities. As InC facilitators PGAs will meet with their conversation group every week and lead reflections, plan agendas, share a full dinner meal, and facilitate conversations with their group in their community.

- Office Hours - PGAs will hold weekly office hours (hours will be posted on their office door). Office hours will provide PGAs with designated time to work on their programs, manage logistics, send community emails, and have an open door to serve as a resource for students.

- PGA Time - PGAs will host PGA Time at the exact same date/time every week in the PGA Office. PGA Time will include a variable theme and will provide an open space for students to engage in conversations with the PGAs.

- 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.
  ◦ Discussing staff, student, and area concerns/issues.
  ◦ Discussing resident concerns in the community.

- Other duties as assigned

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)
- Some evening and weekend work required

*Updated January 2019*