Position: **Full-time Residential Coordinator**

**Dates of Employment:** Summer 2018, June 17 - August 4

**Deadline to Apply:** Wednesday, February 21, 2018

**Description:** Full-Time, Summer Residential Coordinator Position

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

**Essential Function:** **This is a live-in staff position.** This position reports to the Director of the OTE Program and is responsible for (1) direct supervision 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:**
- Supervise, train, and meet individually with the Preceptor Team of approximately eight preceptors; conduct mid-program preceptor evaluations
- Lead the weekly Residential Staff Team Meeting and Community Meeting
- Attend weekly supervisory meetings with OTE Director and attend the weekly Faculty/Staff meeting
- Create, oversee, and execute a student-centered Community Standards/documentation policy in conjunction with preceptors
- Collaborate with preceptors to implement relevant and creative programming – especially with regard to the areas of team building, and social and cultural knowledge, appreciation, and development
- 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
- Facilitate residence hall logistics, including: creating and overseeing preceptor duty schedule, move-in/out, opening and closing, check-in/check-out procedures, keys/access cards, daily walk-through, general maintenance, and housekeeping concerns
- Manage building crisis and incidents while serving as the primary on-site link for the Office of AHANA Student Programs in maintaining protocol regarding emergencies
- Facilitate and attend trainings, Opening Day, Saturday trips, and other meetings as designated by the OTE Director
- Supervise daily study hall
- Other duties as assigned
IMPORTANT DATES
Staff may not be excused from these dates. All staff must abide by the following dates throughout the summer:

New Staff Orientation: Wednesday, April 4, 2018 (5-7pm)
Move into Boston College residence hall for training: Tuesday, June 5, 2018
OTE Staff Orientation: Wednesday, June 6, 2018
Residential Staff Training: Wednesday, June 6 - Saturday, June 16, 2018
Opening Ceremony: Sunday, June 17, 2018
Official Program Dates: Sunday, June 17 - August 4, 2018
All-program Retreat: Thursday, June 21 and Friday, June 22, 2018
Student classes meet: June 25 - August 2, 2018
Closing Ceremony: Friday, August 3, 2018
MOVE OUT of Residence Hall: Saturday, August 4, 2018 (by 5pm)

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.

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.

Applications MUST be submitted electronically: Interested applicants should submit a cover letter, résumé, and the names, addresses, telephone numbers and e-mail addresses of three professional references to Options Through Education Program at OTE@bc.edu

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
- To engage students in questions of spiritual development