Welcome

To supplement the overview of Boston College you received at orientation, we have compiled the following information to help you in your transition. We invite you to explore at your own pace. You may choose a category below or use the right and left arrows on your keyboard to navigate through the nine-slide show.

- Boston College: History | Origins | Traditions
- Distinctive Characteristics of Boston: Some Resources
- Suggestions for Cultural Events
- Your Work Environment: Policies & Procedures
- Continuous Learning
- University-wide Programs & Resources
- Department of Human Resources: At a Glance
- Making a Successful Transition

Selected Resources for New Employees
Boston College
Distinctive Characteristics

Based on Ignatian Values: Some Resources

Sense Of Community
Staff Advisory Senate
SAS is made up of representatives elected to advocate the interests of support staff on campus

Boston College Affinity Groups
- APIE—Asian, Pacific Islander Employees
- BFSAA—Black Faculty, Staff and Administrators Association
- LATBC—Latino Employees of Boston College
- LGFSAA—Lesbian and Gay Faculty, Staff and Administrators Association
- Black Faculty, Staff and Administrators Association

Women's Resource Center
Coordinates speakers, lunchtime discussions, and programs

Wellness Support Group
Support group for faculty and staff members whose lives have been touched by cancer or other illness.

Service To Others
Volunteer and Service Learning Center
Find out about service opportunities

Conversation Partners Program
Matches international graduate students who want to practice their conversational English skills with faculty and staff.

Boston College Neighborhood Center
Become a Neighborhood Volunteer and expand your learning experience beyond the Boston College campus.

Read Aloud Program
Program begins each September. Service project designed especially for Boston College employees to read to Brighton public elementary school students.

Campus Ministry
Service, Social Justice & Solidarity programs

Alumni Association Volunteer Opportunities

Campus School Volunteer Opportunities
The Boston College Campus School is a special education day school for students ages 3-21 with multiple disabilities.

Journey Toward A Multicultural Community
Office for Institutional Diversity
Office of International Students & Scholars (Student Development)
AHANA Student Programs Office—Areas of Service
Martin Luther King, Jr. Memorial Committee
Archbishop Oscar A. Romero Scholarship Committee
Dance at BC
There are a number of student-run dance groups, which present concerts once or twice a year

Lowell Humanities Series
Since 1957, the Lowell Humanities Series has brought prominent contributors in arts and letters to speak at Boston College. It is sponsored by Boston College and the Lowell Institute. All events are free.

Boston College Front Row
A Web site that offers free access through streaming media to tapes of cultural and scholarly events at Boston College. Front Row is a service of Boston College Magazine and is produced by the Office of Marketing Communications in partnership with the University’s colleges, schools, departments, and programs.

Robsham Theater Arts Center | ticket information and box office hours
Stage Productions

Performance Groups
From a capella singing groups to Marching Band, Children’s Theater to the Dramatics Society, students choose these clubs to further develop their talents, to enrich the BC community through their performances, and to have fun.

BC Arts Programs
Arts Festival (last week in April)
McMullen Museum of Art
Music Department Concert Calendar
Events are free of charge unless otherwise noted. See Web site for schedule.
Your Work Environment:
Policies & Procedures

Agora Portal
Technology
For a range of resources, services as well policies and procedures

About Your Eagle-One Card
The Eagle-One Card is the official Boston College ID. It allows you access to facilities and services all over campus including dining halls, libraries, bookstore and the Recreational Complex.

Where Your Eagle-One Card Works
Your Probationary Period
Workplace Policies

Internal Audit
The Boston College Internal Audit Department’s Web site is designed to provide members of the academic and administrative communities educational information and guidance concerning internal control and business ethics.

Emergency Closing Information
Parking Permits and Regulations

BC / Prepared: Campus Safety and Security at Boston College
A primary source of information in the event of a campus emergency, this site offers information about existing campus safety procedures, guidelines for responding to and staying informed in the event of an emergency, links to on and off-campus resources and general tips for making safe choices every day.
Continuous Learning

Employee Development Programs
The Employee Development Office, a unit within the Department of Human Resources, promotes and supports the learning and development of Boston College employees.

Other Resources for Professional Development
A list of scheduled workshops, information on role-specific functions and processes, and credit and non-credit courses, as well as off-campus training opportunities.

College of Advancing Studies
One of the reasons people are attracted to working at BC is its tuition remission. Whatever your reason, you can take classes in the evening for free (full-time employees). CAS also offers a Master’s degree in Administrative Studies. You may also enroll in part-time degree programs, both Masters and/or Doctoral level, available in: Liberal Arts, Social Work, Education, Management, Nursing. Contact individual admissions offices for specific courses of study.

The Boston Consortium for Higher Education
Boston College is one of thirteen universities and colleges that comprise the Boston Consortium, which offers a wide variety of programs throughout the year. You may enroll, on-line, in a Consortium-sponsored workshop once you receive the requisite approval from their department. Workshop fees generally range from $150 to $250 and are the responsibility of the participant’s department. TBC workshops take place on the Babson campus, a 20-minute drive from the B.C. campus with free parking adjacent to the facility.

The Career Center
As an employee, you may take advantage of the resources and services available at the Career Center. Also visit Career Center Library [Lower Level Southwell Hall at 38 Commonwealth Avenue].

C21 Online
Boston College’s C21 Online, or Church in the 21st Century Online, offers non-credit courses for spiritual renewal and on-going faith formation. Free for Boston College Employees.

University Learning Opportunities for the Mind, Body, Spirit
Diversity Awareness Modules
An important phase of our journey toward multiculturalism is to provide time and resources for honest dialogue, self-reflection, and cross-cultural communication in our community.

Resources for New Employees
Welcome: A Guide for New Employees
Technology Essentials for New Employees
Technology Training
(Information Technology Services)
Offers training for core business and office applications used at the university for both Windows and Mac users.

Professional Standards and Business Conduct -- General Policy

If your role requires...

...Purchasing Card or American Express, contact the Procurement Services

...Health and safety training, information, or compliance assistance, contact Environment Health & Safety. The EH&S Office also has developed a number of training programs to assist departments as well as special recycling

...Planning University sponsored events, contact Bureau of Conferences for planning and policy information or for a full range of services

...Audiovisual support and instructional design, contact Media Technology Services at about their services and resources

...Instructional Design and eTeaching Services, contact e-Learning Services

...PeopleSoft Financials
For training modules and updates
Numbers to Call for Assistance
For assistance, questions, or more information, please contact the appropriate Human Resources area from the list below:
Main Number
2-3330
Benefits Office
2-3329 | benefits@bc.edu (for benefits questions)
Children’s Center
2-3089
Compensation
2-3183
Employment
2-3330
Employee Development Office
2-8532
Employee Relations
2-3330
Faculty Staff Assistance Program
2-3340
Human Resources Service Center
2-4772 | hrsc@bc.edu (for payroll questions)
Institutional Diversity Office
2-2947

Human Resources On-line
[select ‘new employees’]

Employee Handbook

Faculty/Staff Assistance Program
Provides professional counseling and referral as well as consultation and information to Boston College faculty, staff and their families. In this way, Faculty/Staff Assistance Program serves as an extension of your health benefits. Contact Pat Touzin, Program Director, extension 2-3340

Employee Discounts
Employee discount page allows employees to receive various discounts and promotions.

Employment Office Contact List

Benefits Office

Office for Institutional Diversity

Performance Management Program
Making a Successful Transition

Assess the fit between you and Boston College
Set performance goals
Know what effective performance looks like through university-wide competencies/attributes
Read the Employee Handbook