Title: Graduate Assistant for Recovery & Support Programs
Reporting To: Assistant Director for Recovery Housing & Support Programs
Hours/Week: 20 hours/week (includes night and weekend commitments)
Compensation: $11,000/year (pro-rated based on start date)
Tuition Remission: Tuition Remission for 8 credits/academic year (pro-rated based on start date)
Term: August 20th, 2018 - May 21st, 2019

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 Graduate Assistant for Recovery Housing and Support Programs plays a large role in the programming model for Recovery Housing at Boston College which is a residential housing program specifically for Boston College undergraduates who identify as “in recovery” from substance dependence. The GA will also assist in the planning and implementation of programming targeted towards the larger population of sober non-drinking students at Boston College.

The GA will also assist in the marketing of Boston College support programs and resources for sobriety. This may include internal outreach to various departments of Boston College, and externally to partners such as treatment programs, other schools and universities, and community organizations. The GA will also assist the Assistant Director for Recovery and Support Programs in trainings and presentations around the topic of substance abuse on campus and intervention for students, staff, and faculty of the University.

Specific Responsibilities

The primary roles of this position are to serve as the live-in Graduate Assistant for the Recovery Housing Program and to support the Assistant Director for Recovery and Support Programs within the Office of Residential Life. This includes, but is not limited to house monitoring, sober programming, retreats and trainings, research and assessment, and other duties as assigned. Typical responsibilities include:

- Supervision and mentorship of Recovery Housing program students
● Enforcement of expectations and guidelines of Recovery Housing program students within community.
● Facilitation of new resident move-in procedures, as well as move-out procedures as needed
● Routine safety checks of the house periodically, using standardized safety checklist
● Reporting defects in the physical property and submits requests for maintenance and repairs in a timely manner
● Attending weekly supervision with Assistant Director for Recovery and Support Programs to ensure proper communication between house and management
● Arranging service work project once per semester for all residents, including event, time, date, and transportation to and from project, and submit project to the Assistant Director by the first week of each semester
● Assist in the planning and implementation of social sober programming for students in recovery, and sober students of Boston College
● Collaborate with the Office of Health Promotion, University Counseling Services, Campus Ministry, and Student Programs Office
● Serve as an on-campus resource for students in recovery when Assistant Director of Recovery and Support Programs is unavailable
● Assist opening and monitoring of community support groups such as Alcoholics Anonymous and Adult Children of Alcoholics meetings
● Assist the Assistant Director in assessment of programs and resources utilized by students
● Assist in development of program documents such as manuals, expectations, contracts, policies, and annual procedures
● Assist in the marketing of available programs and resources for students in recovery to internal and external stakeholders

Jesuit and Ignatian Values within Recovery and Sobriety

● Develop an understanding of and proficiency in Ignatian spirituality and Boston College’s models of Jesuit education and Student Formation
● Develop an understanding of models of recovery and the connections the 12-Step Model has to Ignatian Spirituality.

Professionalism

● The Graduate Assistant is not required to be sober, nor in recovery. However, use of or being under the influence of alcohol or illicit substances is strictly prohibited within the vicinity of the Recovery House.
● The Graduate Assistant is expected to hold themselves to the highest standards of conduct, abiding by both university policies and state/federal laws.
● The Graduate Assistant is expected to be a leader and role model for others in the department and at the university.
● The Graduate Assistant is expected to protect and respect the confidentiality of vulnerable student populations.

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

● Admission into a graduate program in Counseling Psychology, Clinical Psychology, Social Work, or other related discipline
● Clinical and/or research experience working with substance dependent populations
● Strong oral and written communication skills, including presenting in front of groups of faculty, staff, and administrators
● Preferred: Experience working with Residential Life or Student Affairs in a programming or community building capacity
• Preferred: Proficient in media technologies (web page, video, Google functions, Microsoft Publisher, Photoshop, and PowerPoint, etc.)

**Supervisor Contact**

Name: Nicolas Sperry  
Position: Assistant Director for Recovery & Support Programs  
Office of Residential Life, Boston College  
Email: sperryn@bc.edu  
Phone: (617) 552-2366

**Resignation & Termination**

I agree and accept that the appointment to the position of Graduate Assistant for Recovery & Support Programs, and understand that I may be terminated at such time that I fail to abide by the above mentioned conditions. In the event of my resignation or termination from the Residential Life staff, I understand that all of my benefits will cease immediately. The benefits include stipend, tuition remission, and others given by the department or as a part of the position. 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 canceled).

Print Name: __________________________Signature: ___________________________

Date: ___________________________ Eagle ID: ___________________________

*Updated December 2017*