Job Description:

The Connors Center Graduate Student Caretaker(s) position is a non-paid, non-tuition benefited position, and is required to live on the property in accommodations provided by the University. There is an apartment (furnished or unfurnished) that includes a bedroom, kitchen, living area and full bathroom. The caretaker has use of all the amenities in the mansion. Cable TV, Wireless Internet and Local Telephone are included. There are no utility costs.

The individual(s) is expected to be available for 20 hours per week, spread among evening and weekend shifts, as requested by the General Manager.

Primary areas of responsibility include:

- greet and assist guests with check in and meeting locations;
- provide building information;
- open doors for caterers and other vendors as needed;
- set and clean meals;
- prep or re-set meeting rooms;
- occasionally supervise other student workers;
- conduct nightly security rounds when locking up the building;
- monitor maintenance needs that occur in the evenings or on weekends;
- in the event of an emergency, contact all emergency response personnel;

Compensation:
The Assistant Graduate Caretaker position is compensated with a free apartment.

Application:
Applicants seeking additional information may contact Jean Drum, Assistant Manager at (617) 552-9299 or drumja@bc.edu.

Candidates interested in applying for the position should send a resume to drumja@bc.edu.