Title: Living Learning Communities (LLC) Graduate Assistant
Reporting To: Assistant Director, LLC and Residential Leadership
Resident Director, FitzShawGa
Hours/Week: 29 hours per week (includes occasional night and weekend commitments)
Stipend: $11,000/academic year
Tuition Remission: Tuition Remission for 15 credits/year
Additional Compensation: Room/Board in Shaw House, serving in an RA Capacity
Term: August 5, 2018 – May 21, 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

Members of the Boston College Residential Life Staff serve a University which embodies the Jesuit Catholic tradition and seeks to promote the values that this tradition represents. As staff members, we are charged with furthering those goals by fulfilling the terms of this agreement and by maintaining at all times exemplary standards of personal and professional conduct.

The Living Learning Communities (LLC) GA is a full-time graduate assistantship for a full-time enrolled graduate student (29 hours a week). This position is great for those interested in gaining Residential Life experience while working directly with the development of Living Learning Communities (LLCs) at Boston College. This individual will serve as an administrative and developmental support assistant for the Office of Residential Life’s LLCs (15 hours a week) while also serving as an advisor for the Shaw Leadership Program (14 hours a week). The LLC GA will be an engaged member of the FitzShawGA staff, serve as an RA for twenty first-year Shaw participants who reside in the Shaw House, participate in staff development, staff training, and community programming. In addition to hall staff responsibilities, the LLC GA will also provide administrative support and oversight to the various Living Learning Communities such as: serving as the advisor for the Shaw Leadership Council, assisting with assessment efforts through data collection and reporting, providing creative support and implementation of program marketing and student recruitment, and overseeing the application and selection process for upperclass Living Learning Communities.
Important Dates

Staff members are not excused from these dates unless approved by the Director of Residential Life or designee. All staff must abide by the following arrival and departure dates throughout the year:

- **RA Spring Orientation:** Friday April 13th, 2018 from 4:00pm to 6:00pm*
  
  *If you are not currently at Boston College, attendance is not required.
- **Grad Move-In:** August 4-5, 2018
- **Grad Training:** Sunday August 5 - Friday August 10, 2018
- **RAs Move-In:** Saturday August 11th & Sunday August 12th
- **RA Training:** Saturday August 12th* – Monday August 20th*, with evening and/or weekend requirements.
  
  *There will be a staff gathering the evening of August 12th
- **Check In/Opening Responsibilities:** Sunday August 19th – Sunday August 26th
  
  *All staff will be required to be present and assist.
- **Winter Break Release:** All GSAs/RA’s are released at 3:00pm on Friday December 21, 2018. However, some staff may be required to partake in Holiday Break Duty from January 1-16, 2018. Graduate Staff Assistants/Resident Assistants are required to vacate residence during Winter Break unless on duty.
- **Marathon:** Monday April 15th, 2019 - GSAs/RAs will have duty responsibilities during a portion of the event.
- **Spring Semester Release:** Tuesday May 21st, 2019 – GSAs/RAs will be released at 12 noon the day after Commencement. Staff will participate in Check-Out duties from 9:00am-9:00pm on Commencement Day (May 20). Staff members are expected to participate in campus-wide closing responsibilities through this date.
- **Pre-Set Staff Meeting Times –** As part of the FitzShawGa staff, your weekly staff meetings will be on Tuesday evenings at 8:00pm. Please do not register for classes or other obligations that evening.
- **Holiday Duty:** Each staff is also required to provide duty coverage during “Holiday Duty” dates (i.e. Fall Semester Early Arrival, Thanksgiving break, Winter Break, Spring break, Easter break, Marathon Monday, and Senior Week)
- **Please Note:** In the event of weather emergencies, natural disasters, high profile events, etc. staff may be asked to assist with other duties as assigned to help manage the on campus resident population

Specific Responsibilities

- Attend and participate in all required orientation and training programs, including all Resident Assistant training sessions and Residential Life staff in-service programs as required throughout the year.
- Collaborate with RD to assist with staff development, RA Training, and other staff functions.
- Participate in the Resident Assistant on-call program for their area.
- Uphold the requirements as listed in the RA contract and will perform the duties of an RA in such a way as to model appropriate performance for other RAs.
- Assist in the daily operation of assigned community, such as assisting the Resident Director and RA Staff in completing Health and Safety Inspections, as well as the necessary follow-up.
- Work with the Assistant Director of LLCs to assist with administrative support and assessment of LLCs.
- Attend and participate in all required meetings and professional development opportunities, including:
  
  - Weekly RA staff meetings
  - Weekly Shaw seminars
  - Weekly Shaw Council meetings
- As the Advisor for the Shaw Leadership Council:
  
  - Co-plan and attend the Shaw retreat.
  - Assist with the selection and training of Shaw Leadership Council members.
  - Host semesterly 1:1’s with individual shaw council members.
- Meet on a regular basis with the FitzShawGa Resident Director for the purpose of: discussing physical state of area, resident concerns in Shaw House, and matters related to RA protocols and procedures.
- Meet on a regular basis with the Assistant Director of LLCs for the purpose of: reviewing weekly LLC related tasks and projects.
Hold regularly scheduled office hours. In coordination with the RD and Assistant Director, office hours will be divided between Shaw House and the Central Office.

Participate in department/division committee assignments to further my professional development.

Participate in interviews and evaluate prospective Professional Staff and Resident Assistant Staff candidates.

Remain aware, knowledgeable, and supportive of the Residential Life mission, goals, objectives, policies, and procedures.

Uphold the professional conduct and values that are in line with the spirit of this position and the values of the institution.

Other duties as assigned.

**Hours**

University policy states that no student is permitted to work more than 29 hours/week at Boston College. This means that you may not hold another position at the university while employed with us in this position.

**Qualifications**

- Bachelor’s Degree, and interest in working with college-age students; strong preference given to those enrolled in the Higher Education Administration program
- 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
- The ability to work in a challenging, yet supportive professional environment, and be willing to actively participate in their own learning experience
- Ability to use the Jesuit mission as a foundation for the work they produce
- Must be a full-time graduate student enrolled in 2 classes or the equivalent of 6 credit hours in a Boston College degree seeking program

**Supervisor Contact**

Name: Sara Essember
Position: Assistant Director, Living Learning Communities and Residential Leadership
Office of Residential Life, Boston College
Email: essember@bc.edu
Phone: (617) 552-1097

**Resignation or Termination**

I agree and accept that the appointment to the position of Graduate Assistant 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 resident staff, I understand that all of my financial benefits will cease immediately. The benefits include room, board, 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). Any Graduate Assistant who fails to complete the one year term of this agreement may be assessed a housing charge.

Print Name: __________________________   Signature: __________________________

Date: __________________________   Eagle ID: __________________________

*Updated December 2017*