Title: Graduate Assistant for Off-Campus Student Living  
Reporting To: Assistant Director for Off-Campus Student Living  
Hours/Week: 20 hours/week (includes occasional night and weekend commitments)  
Stipend: $11,000 (academic year)  
Tuition Remission: Tuition Remission for 15 credits/year  
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

The primary objective for Off-Campus Student Living is to manage the University’s off-campus housing program that serves the needs of students, faculty, staff, and alumni interested in finding housing off-campus. The goal of our office is to help students make a successful transition and integration from campus to the local community. The Graduate Assistant will support student learning and community engagement and provide resources and supportive services for students living off-campus. The Graduate Assistant for Off-Campus Student Living is an integral member of the Housing Operations team in the Office of Residential Life. This position offers a breadth of experience including student advising and leadership, student outreach, program planning/event management, and community relations experience.

Important Dates

- Graduate Assistant Training – August 5th - August 10th
- Opening/Move-In - Friday Aug. 24 and Saturday Aug. 25, 2018
- Taste of Off-Campus Program - Wednesday September 5, 2018
Specific Responsibilities

Support and provide assistance with off-campus housing initiatives to improve the quality of student life and promote good neighbor relations within the community. Tasks include:

- Assist in the management of the University’s off-campus housing program; serving undergraduates, graduate students, exchange students, visiting scholars, and alumni
- Assist in the development of programs to build positive neighbor relations and to build community among off-campus students and promote civic engagement
- Participate in neighborhood programs (Breakfast Club) on the Sunday after home football games
- Organize and host individual and group informational sessions for students looking for off-campus housing, including Off-Campus Housing Fairs
- Maintain and update the off-campus website and social media pages
- Meet with off-campus students in the neighborhoods for the purpose of discussing safety and concerns with landlords, neighbors, or roommates
- Attend and contribute to neighborhood, departmental, and divisional meetings
- Support all off-campus initiatives (e.g. off-campus partners, legal services, neighborhood programming)
- Create and disseminate a monthly off-campus housing newsletter and/or weekly community email updates
- Assist in new initiatives that support student learning in the off-campus and commuter student life area
- Support off-campus student life learning outcomes and assessment activities
- Attend weekly supervision meetings
- Other duties as assigned

Hours

Because of university policy, 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

- Bachelor’s degree required, and full-time enrollment in a master’s degree program at Boston College; 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
- Comprehension and appreciation of the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College and a willingness to express and abide by those values and mission
- Skills in new media (web page, publications, video, communications projects)
- Customer service experience preferred
- Proficiency in Microsoft Publisher or similar program preferred
- Marketing and publicity experience preferred

Supervisor Contact

Name: Peter Kwiatek
Position: Assistant Director, Off-Campus Student Living
Office of Residential Life, Boston College
Email: kwiatekp@bc.edu
Phone: (617) 552-4729
Resignation & Termination

I agree and accept that the appointment to the position of Graduate Assistant for Off-Campus Student Living, 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*