Title: Residence Hall Association & Student Leadership Graduate Assistant
Reporting To: Assistant Director, Living & Learning Programs and Residential Leadership and Resident Director of Hillsides
Hours/Week: 29 hours/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 the Hillsides residential community 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 Residence Hall Association (RHA) Graduate Assistant (GA) is a live-in full-time graduate assistantship (29 hours a week) for a full-time enrolled graduate student. This position is designed to provide guidance and oversight for Boston College’s RHA in addition to serving as a Graduate Staff Assistant (GSA). This GA will serve as the primary advisor for the RHA Executive Board, RHA Presidents, and Community Engagement (20 hours a week) while also working as a Resident Assistant (RA) with other administrative responsibilities (9 hours a week).

This GA will work collaboratively with (3) Resident Directors who advise RHA, as well as (1) Assistant Director, to serve as an active resource and to facilitate developmental opportunities for the organization and the student participants. The GA will assist in various areas of residential education, which will include: furthering the development of residence hall leadership and training initiatives; assistance in programmatic design and implementation; budget management; assessment efforts; and oversight of the day-to-day operations of RHA. As a GSA, in addition to Resident Assistant (RA) responsibilities (4+ hours/week) this individual will work collaboratively with one of the already mentioned Resident Directors and will be an engaged member of the Hillsides staff, serving as an administrative and developmental support with other duties as assigned that are consistent with the spirit of the position (5 hours/week).
Important Dates

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

- **Staff Spring Orientation on Friday April 13, 2018** from 4:00pm to 6:00pm. If you are not currently at Boston College, attendance is not required.
- GSA Move-In is **August 4-5, 2018**
- Graduate Training runs from **August 5 - August 10, 2018**
- **Saturday August 11th and Sunday August 12th** are move in days for RA. All staff must check in by 3:00pm on **Sunday August 13th** with their supervisor and be prepared to begin training.
- **On Sunday August 12th** there will be a staff gathering in the afternoon and evening from 3:00-8:00pm.
- Staff/RA Training is **Sunday August 12th – Monday August 20th**, with evening and/or weekend requirements.
- RHA Training (TBD – likely mid to late August)
- **Saturday August 18th – Sunday August 26th** all staff will be required to perform Check In Duties/Opening Responsibilities.
- All GSAs/RAs are released for Winter Break at **3:00pm on Friday December 21, 2018**. However, some staff may be required to partake in Holiday Break Duty from **January 1-11, 2019**. When not on duty, staff must vacate the halls during Winter Break.
- **Friday January 11-12, 2019** - Staff Winter Training and resident Move In/Opening.
- **Monday April 15th, 2019** - Marathon Monday; RA/GAs will have duty responsibilities during a portion of the event.
- **Tuesday May 21st, 2019** – GSAs/RAs will be released at 12 noon the day after Commencement. Staff will participate in Check-Out duties from 9am-9pm on Commencement Day (May 21). Staff members are expected to participate in campus-wide closing responsibilities through this date.
- **Staff Meetings** - All ResLife GSA/RA staff meetings will be held on Tuesday’s or Wednesday’s.
- **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.

Meeting Expectations

- Attend RHA E-Board Meetings at **Mondays 9pm** (Subject to change).
- RHA General Body Meetings **Mondays at 8pm** (Subject to change to weekly).
- Attend RHA Advisor Meetings (1 hour per week).
- Hillsides Staff Meetings - All ResLife GSA/RA staff meetings will be held on Tuesday’s or Wednesday’s.

Specific Responsibilities - RHA

- Facilitate Fall Semester Training for the Residence Hall Association (RHA) E-Board.
- Design and implement on-going training and development opportunities for RHA members including Residence Hall Council (RHC) and RHC graduate advisors.
- Assist with the planning and implementation of an RHA Leadership Retreat.
- Meet weekly with RHA leadership to provide hands on oversight and guidance.
- Meet bi-weekly with representatives from the Special Programs, Fellowship, and Community Engagement Committees to provide direct oversight of large-scale program planning and execution, as well as the Attend large scale RHA events as needed (approximately 10 yearly).
- Manage the tracking and reconciliation of expenditures for RHA.
- Hold open Office Hours for RHA members on a consistent weekly basis.
- Management of RHA MyBC page (OrgSync).
- Assist with oversight of RHA election process.
- Meet regularly with supervisor, and student leaders.
- Other duties as assigned.
**Specific Responsibilities – GSA**

- 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.
- Meet on a regular basis with the Hillsides Resident Director for the purpose of: discussing physical state of area, resident concerns in Hillsides, and matters related to RA protocols and procedures.

**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
- Demonstrated interest and or skills related to program development, student development and working with groups
- 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
- Ability to work independently
- Some evening and weekend work required
- 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 & Termination**

I agree and accept that the appointment to the position of RHA GA 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 financial 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: _____________________________ Date: _____________________________
Signature: _____________________________ Eagle ID: _____________________________

*Updated December 2017*