Title: Graduate Assistant for Residential Ministry
Reporting To: Assistant Director for Residential Ministry
Hours/Week: 20 hours/week
Stipend: $11,000 (academic year)
Tuition Remission: Tuition Remission for 15 credits/academic year
Term: August 5th, 2018 - May 21st, 2019

About Boston College and the Office of Residential Life

Boston College is a Division I 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 Boston College Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the university. We are committed to integrating the Roman Catholic and 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, modeling and encouraging responsible and ethical behaviors in conformity with the religious and moral principles of the Roman Catholic Church, engaging residents in conversations regarding respect for cultural diversity, and creating safe, well-managed learning environments where students can seek the greater good in conformity with the Jesuit tradition of service to others.

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 additional student employees.

Position Overview

This graduate assistant will be given opportunities to work with the Assistant Director for Residential Ministry on retreats, trainings, and overall assist with the continued education and development of staff members within Residential Life around Jesuit Pedagogy, spiritual development of students, and opportunities to assist with passive and active programmatic efforts around religious holidays and offer off-campus opportunities for service and attendance at religious services to focus on this aspect of diversity and inclusion. The Graduate Assistant for Residential Ministry manages The Conversation Project which matches at-risk students with an adult conversation partner. The program is well established with approximately 30 Conversation Partners (CPs). The Graduate Assistant serves as a resource/support to the Assistant Director for Residential Ministry, professional staff, Resident Assistants on issues of student formation and community development. In conjunction with the Dean of Students Office, the AD for Residential Ministry and GA for Residential Ministry will plan and direct the Roads Retreat Program for students at risk of being separated from the University. The Grad will also assist with BC Clean, an initiative that works with three non-profit organizations in the Boston community to donate large amounts of books, non-perishables, clothes, etc. left over from students at the end of the year to those in need.

Dates

- **August 5-10, 2018** is Graduate Assistant Training
- **August 12-26, 2018** is Resident Assistant Training and university Move-In. You may have occasional responsibilities during this time period
- Released for Winter Break on **December 21st, 2018**
- Must return from Winter Break on **January 11, 2019**
- Released from contract on **May 20, 2019**
Specific Responsibilities

Assist the Office of Residential Life with essential functions as they relate to Residential Ministry. This includes, but is not limited to The Conversations Project, retreats and trainings, and other duties as assigned. Typical responsibilities include:

- Coordinate the day to day management of The Conversation Project Database
- Work with the Residential Life Technology Specialist in regards to and all technological needs for The Conversation Project Database
- Serve as the primary liaison for faculty and staff serving as Conversation Partners, as a primary resource and support to their efforts
- Develop and implement training and staff development sessions for Conversation Partners throughout the year and when training new cohorts of faculty and staff
- Participate actively in The Conversation Project by serving as a Conversation Partner
- Work closely with the Dean of Student’s Office and the Office of Residential Life regarding the assignment of students to The Conversation Project through the BC Conduct System
- Assist and provide support to the Assistant Director for Residential Ministry with programming, retreats, and trainings for students and staff (some weekend and evening work will occur, specifically for retreats and retreat preparation)
- Collaborate with the Office of Campus Ministry and Division of Mission/Ministry as needed and as opportunities arise throughout the year
- Attend weekly supervision meetings with the Assistant Director for Residential Ministry (and Division of Student Affairs monthly meetings)
- Hold 20 scheduled office hours in the Office of Residential Life during regular business hours in addition to attending the Roads Retreat once in the fall and spring semesters
- May include occasional night and weekend commitments

Model Jesuit and Ignatian Values

- Develop an understanding of and proficiency in Ignatian spirituality and Boston College’s models of Jesuit education and Student Formation
- Promote Ignatian spiritual values, such as cura personalis (care for the whole person), faith that does justice, finding God in all things, and being a contemplative in action during interactions with students and Residential Life staff

Professionalism

- GA is expected to hold themselves to the highest standards of conduct, abiding by both university policies and state/federal laws
- GA is required to act professionally according to expectations on demeanor, dress, conversations and language, etc. as provided in the expectations from the department and their supervisor
- GA is expected to be a leader and role models for others in the department and at the university

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

- Admission into a master’s program in Higher Education Administration, School of Theology/Ministry, Counseling Psychology, Developmental Psychology, Community Psychology, Social Work, or other related discipline
- 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
- 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
- Strong oral and written communication skills, including presenting in front of groups of faculty, staff, and administrators
- Skills in technology, including publications, video, Google functions, communications projects, Microsoft Publisher, Photoshop, Canva, and PowerPoint/Prezi preferred
- Customer service experience preferred
- Excitement and passion to work with students, faculty, and staff to enhance the overall residential experience in relation to pastoral presence through program/initiative management
- The ability to work in a challenging, yet supportive professional environment, and be willing to actively participate in their own learning experience

Supervisor Contact

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<thead>
<tr>
<th>Name</th>
<th>Jessica Graf</th>
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<tbody>
<tr>
<td>Position</td>
<td>Assistant Director for Residential Ministry</td>
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<tr>
<td></td>
<td>Office of Residential Life, Boston College</td>
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<tr>
<td>Email</td>
<td><a href="mailto:jessica.graf@bc.edu">jessica.graf@bc.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>(617) 552-4304</td>
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Resignation & Termination

I agree and accept that the appointment to the position of Graduate Assistant for Residential Ministry 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*