Title: Graduate Assistant for Summer Housing (Summer GA)
Reporting To: Staff Assistant/Assistant Director for Summer Housing and Transitions
Hours Per Week: 20 hours per week (includes occasional night and weekend commitments)
Stipend: $11,000 per 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 Roman 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, 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 20 additional student employees.

Position Overview

The Graduate Assistant for Summer Housing is a graduate assistantship for full-time enrolled graduate student at Boston College. This position will entail aspects related to university housing operations, as well as serving as a liaison to multiple departments within the Boston College community. This person will help coordinate scheduling for 30+ Camps, Conferences, and Student Housing Groups residing on campus between May and August. Other responsibilities include assisting with contract creation and negotiation, attending weekly operations meetings, inventory management, and financial reconciliations. Along with coordinating the scheduling of groups, this position will also assist in the interviewing, selection, and training of a summer student staff consisting of approximately 130 students. This person will also assist in the preparation and execution of Spring Closing and Summer Opening which run in conjunction with one another. The graduate assistant will also assist with communication and preparation for residence hall openings, closings, and transition periods.
Important Dates

It is expected that this position will work on the following dates/timeframes unless excused by the Director of Operations or designee. If living on campus, this position must abide by specified housing arrival and departure dates.

### Fall Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Extension/Early Arrival Application Open</td>
<td>11/2/2018</td>
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<tr>
<td>Extension/Early Arrival Application Close</td>
<td>12/7/2018</td>
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<tr>
<td>Extension Housing End</td>
<td>12/19/2018 - 12/20/2018</td>
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</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Early Arrival Housing Start</td>
<td>1/2/2019</td>
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<tr>
<td>Opening Weekend</td>
<td>1/12/2019 - 1/13/2019</td>
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<tr>
<td>Summer Staff Selection Application Open</td>
<td>2/05/2019</td>
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<tr>
<td>Summer Staff Selection Application Close</td>
<td>3/05/2019</td>
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<tr>
<td>Weekend Application Selection</td>
<td>3/09/2019 - 3/10/2019</td>
</tr>
<tr>
<td>Summer Staff Interview Day 1</td>
<td>3/20/2019 (subject to change)</td>
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<tr>
<td>Summer Staff Interview Day 2</td>
<td>3/21/2019 (subject to change)</td>
</tr>
<tr>
<td>Spring Closing Undergraduate Res Halls Close</td>
<td>05/12/2019 &amp; 05/13/2019</td>
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<tr>
<td>Commencement &amp; Spring Closing Extensions End</td>
<td>05/18/2019</td>
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Specific Responsibilities

- Assist with all activities related to summer housing, conferences, and camps.
- Establish and maintain all summer student, camp, and conference data.
- Assist in coordinating the recruitment, interview, selection, and training process for all summer staff positions.
- Provide training and develop materials for professional and student staff for StarRez functionality.
- Assist with all major departmental programs including the check-in and check-out process, as well as the room selection process.
- Assist with the creation, implementation, and execution of a Summer Housing Community Building plan to foster community during the summer months.
- Assist with contract creation and implementation for all needs of camps, conferences, and student housing groups.
- Utilize StarRez (housing system) for assignments of students, groups, and camps to summer housing, as well as Smartsheet (project management system) for coordinating facilities projects and collaborating with other departments on campus.
- Provide departmental administrative support, which includes but is not limited to various aspects of customer service.
- Responsible for compiling reports and statistics as required.
- This position entails some evening and weekend commitments.
- All other duties as assigned throughout the term.
Hours

In accordance with 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 and interest in working with college-age students.
- A strong commitment to participating in a diverse and inclusive environment.
- The ability to connect with students and staff on a professional, personal, and 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.
- A commitment to excellent customer service skills and interactions.
- 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 preference given to those seeking a degree in Higher Education.
- 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.

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. 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*