Title: Graduate Resident Director (GRD)
Reporting To: Resident Director and/or Assistant Director
Hours/Week: 29 hours/week
Stipend: $11,000/Academic Year
Tuition Remission: Tuition Remission for 15 credits/year
Additional Compensation: Staff Apartment, Full Meal Plan
Term: July 2, 2018 – May 24, 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

Members of the Boston College Residential Life Staff serve a University that 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 Graduate Resident Director (GRD) lives with, ministers to, and provides support services directly to students. They are 10-month, full-time graduate staff who live in and have an office in the residence hall. Summer employment can be an option pending performance and schedule. By personal example, the GRD strives to create a safe and inclusive environment for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution, as defined by the teachings of the Catholic Church with a special commitment to cultural diversity and social justice. They are also full-time, enrolled graduate students in the Masters of Higher Education Administration Program through the Lynch School of Education. Graduate Resident Directors are responsible for a particular staff/community. They provide support services directly to students, supervise Resident Assistants (RAs) and Office Assistants, oversee all educational, social, and operational activities, supervise programmatic efforts, serve in the University Crisis Response duty rotation, and adjudicate student conduct cases. Graduate Resident Directors also are asked to attend departmental and divisional meetings, and to participate in departmental committees and initiatives. They also assist with other duties as assigned.
Important Dates

Staff may not be excused from these dates except under extreme circumstances (with the approval of their supervisor(s)).

- GRD’s move in date will be determined on a case by case basis, but no later than July 1, 2018
- All new GRD’s begin training on Monday July 2, 2018 in the Office of Residential Life. Returning GRD’s will begin training on Monday July 16, 2018
- GRD’s will participate in professional staff training, Monday July 16 – Friday July 27, including an off-site retreat. Additional mandatory training sessions may occur from July 30 - August 26, 2017
- Saturday August 11th and Sunday August 12th are move in days for RAs. All staff must check in by 3:00pm on Sunday August 12th 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.
- RA Training is Sunday August 12th – Monday August 20th, with evening and/or weekend requirements.
- Saturday August 19th – Sunday August 26th all staff will be required to perform Check In Duties/Opening Responsibilities
- GRD’s released for Winter Break on Friday, December 21st after 5:00pm
- GRD’s must return from break by Thursday, January 3rd, 2019
- Friday Jan. 11th, and Saturday, January 12th, 2019 is RA Winter Training. The remaining weekend is opening for the Spring Semester
- Monday, April 15th, 2019 is Marathon Monday (Patriots Day); GRD’s will have Mod responsibilities during the event
- Closing Responsibilities will be performed between May 11th-24th, 2019
- GRD’s are released from their contract on Friday, May 24th, 2019 (except those working straight through the summer with the department). If the GRD is graduating, you may remain in your staff apartment or temporary housing until June 15 of that year.
- Unless otherwise stated by the Director or designee, GRD’s are expected to work a similar schedule as professional staff in the office. This includes break periods outside of the academic calendar. However, GRD’s may use their accrued time off or work with their supervisor to take time off.

Specific Responsibilities

On Call Crisis Response

The GRD is responsible for the following staff supervision in their assigned building/area:

- GRD’s serve in the university Crisis Response duty rotation as a Resident Director on call (RDOC)
- When on duty the GRD is expected to respond to crisis, both on and off campus, in accordance with our policies and response guidelines
- GRD’s may be asked to assist with major or unexpected events such as national sports team celebrations, weather emergencies, or other major events (fire, flood, etc.) which can have a significant impact on our community

Staff Supervision

The GRD is responsible for the following staff supervision in their assigned building/area:

- Models for students and advocates for a commitment to the Jesuit and Catholic values of Boston College, as defined by the teachings of the Catholic Church, with special attention to cultural diversity and social justice
- Supervise and evaluate Resident Assistants, meeting with each staff member individually on a regular basis
- Plan and conduct staff meetings with Resident Director on a weekly basis
- Plan and implement staff development programs
- Supervise Office Assistants (Student Staff)
- Advise staff on appropriate student and floor interventions
Student Formation

The GRD is responsible for the following aspects of student formation in their assigned building/area:

- Collaborate with the staff to implement student formation based community programming
- Advise Residence Hall Council (where applicable) or the Residence Hall Association (RHA) or subsidiary organization(s), attending all meetings and programs as directed
- Serve as a Conduct Hearing Officer for the university
- Provide academic and personal guidance to students, making referrals when appropriate
- Nurture and support relationships with Campus Ministry representatives (Graduate or Resident Ministers) in the service of expressing and modeling the Jesuit and Catholic values of Boston College

Operations

The GRD works with the RD of the community in regards to the following aspects of operations in their assigned building/area:

- Facilitates opening and closing of their building or area
- Conducts health and safety inspections
- Coordinates follow-up for all maintenance and housekeeping concerns/requests with the Central Office and Campus Partners
- Conducts weekly walk-through of building
- Maintains regular office hours balanced between mornings, afternoons, and evenings
- Facilitates check-in/check-out procedures and room changes
- Works with the Housing Assignment Specialist to ensure proper occupancy records and reports

Department and University Relations

The GRD participates in the following Department and University relations:

- Attends departmental staff meetings, divisional and departmental in-service training programs, and one-on-one meetings with their respective Resident and/or Assistant Director as required
- Acts as a liaison with faculty, the Jesuit community, and University offices
- Responds to students and parents about Residential Life issues/concerns
- Assists with the implementation of University and Departmental goals and objectives
- Participates in Departmental Committee’s and other department related initiatives
- GRD’s participate in Mod Tailgating duty during football season, as well as Marathon Monday duty

Professionalism

- GRD’s are expected to hold themselves to the highest standards of conduct, abiding by both university policy, the Student Code of Conduct, and state/federal laws
- GRD’s are 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(s)
- GRD’s are expected to be leaders and role models for others in the department and at the university

Supervision

- Direction is received from a Resident Director and an Assistant Director of Residential Life
- Supervision is exercised over Resident Assistants and sometimes an Office Assistant, as well as student organization advising if applicable
Time Off

- GRD’s accumulate 2 vacation days per month. The days off must be approved by your supervisor prior to the day(s) requested, and the procedure to request time off follows the same expectations for all professional staff in the department
- GRD’s will abide by all professional staff and university calendar dates and standards

Summer Employment Option

- Summer employment may be requested formally in writing to the Assistant Director of the area no later than April 15 in the Spring Semester
- Summer positions often entail committee work or summer operations assistance within the department
- If approved to work within the department for the entire summer between closing and professional staff training, an additional $2500.00 stipend and the continuation of your Spring meal plan funds will be provided

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 for those enrolled in the Higher Education Master’s Degree 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
- 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
- Be administratively strong, including completing forms, written documents, and other tasks as required
- 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

Resignation & Termination

I agree and accept that the appointment to the position of Graduate Resident Director 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 room, board, stipend, 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 GRD who fails to complete the term of this agreement may be assessed a housing charge.

Print Name: __________________________  Signature: ____________________________

Date: __________________________  Eagle ID: ___________________________

*Updated December 2017*