Summer Staff Position Description

Title: Community Assistants
Reporting To: Camps & Conference and Summer Housing Coordinators
Hours/Week: 2 - 3 Shifts Per Week
Date Range: May 16, 2018 – August 27, 2018

About Summer Housing, the Office of Residential Life, and Boston College
Summer Housing & Operations in the Office of Residential Life at Boston College provides housing accommodations for ~12,000 guests staying within our residence halls throughout the months of May - August. Guests include camps, conferences, internship housing, and student housing. We hire ~125 student employees to assist with the efficiency of the day-to-day operations through customer service, room preparation, facilities preparation, room bookings, check-in/out, room access, and finances. By collaborating with Facilities, Trades staff, and Event Management, we are able to provide a welcoming and caring experience for those visiting campus.

The 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 strive to do this through our values of community, inclusivity, learning, faith & spirituality, and care.

Community Assistant Overview:
Community Assistants are responsible for maintaining a hospitable, positive, and visible presence in the halls. They are also responsible for assisting the Summer Housing, Camp & Conference Coordinators with the check-in and check-out of various groups and students. Community Assistants will provide support and be a resource for the student population, as well as the Summer Camp and Summer Conferences that are utilizing the Residence Halls during the summer months.

Community Assistant Responsibilities:
● Attend one-on-one meetings that are required once a month with your respective supervising Coordinator or RD.
● Programming is not required; however self-initiated programming that does not require funding is encouraged.
● Required to fulfill all aspects of Community Assistant duty:
  o Two Community Assistants will be on duty each night in the main residential area.
  o Duty will be scheduled even when there are no residents in the building.
  o Call in/sign on for duty at least 5 minutes prior to start time (8:00PM)
  o Remain on duty from 8:00 PM until 7:00 AM.
● Maintain bulletin boards; this includes but is not limited to the placement and removal of all flyers.
● Log nightly reports in Blogger each duty night.
  o Should include observations and notes from your area, any issues, and any non emergency questions.
● Remain at the front desk of the building during your respective shifts from 7:00 PM until 1:00AM.
● Post signs indicating who is on duty each night.
  o Use summer template for all signage.
● Conduct at least 3 rounds per night of the building.
  o Some buildings may require more frequent rounds.
● Will be required to work some daytime shifts during the week and Saturday and Sundays for conference/camp check-in and check-out periods. These shifts will not exceed 4 hours.
● Maintain accurate records and check duty schedule daily on schedulefly.com on a regular basis.

Community Assistant Standard Hours:
● When on your shift 8:00 PM – 1:00 AM present in front desk of Residence Hall
● When your shift is completed 1:00 AM - 7:00 AM on call to the following day
● Some day shifts for check in and check out of camps and conferences. These will not exceed 4 hours.
● Receive 7 days unpaid Vacation Time to be submitted before June 14, 2018.