

Boston College Experience Program Assistant Position Description

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| Title: | Boston College Experience (BCE) Program Assistant (PA) - ~15 Positions |
| Reporting To: | Boston College Experience Program Coordinator |
| Hours/Week: | Averaging 20 hours/week |
| Compensation: | \$12.00/hour ; on-campus meal plan for the duration of program; Single occupancy double room in a traditional residence hall |
| Date Range: | June 16, 2019 – August 3, 2019 |

About the Boston College Experience Program

The Boston College Experience (BCE) Program includes a series of two-, three-, and six-week overnight programs for rising high school sophomores, juniors and seniors to take specifically designed subject seminars for no credit and partake in a variety of co-curricular and social programs. The focus of the program is to provide students with a preview of the “college experience” and introduce them to possible college majors. The six-week program is for incoming first-year students to take a course-for-credit while partaking in a variety of co-curricular and social programs.

BCE Program Assistant Overview:

The BCE Program Assistant (PA) serves as a mentor and facilitator for all components of the BCE program. The main role of the PA's will be to facilitate the planned programs for the students participating in the BCE program and create a community among the students who will be on campus. Additionally, the PA will serve in an on-call capacity for students in the program. The PA role is open to Boston College undergraduate juniors and seniors and any graduate students. The successful candidate will have demonstrated the ability and desire to work with a diverse student population. Candidates must be able to connect with and develop authentic mentoring relationships with high school age students (15-18 years). This position will require working well on a team, effective planning, organizing, and administrative details.

BCE Program Assistant Responsibilities:

This is a live-in student leadership position, which reports directly to one of the BCE Program Coordinators, and indirectly to the Resident Director and will oversee students in three separate, consecutive resident high school programs. The PA supports the overall mission of the BCE program through contributing to the successful operation of the student residential experience and by facilitating an environment that contributes to the academic, social, cultural, and spiritual development of students. PA's support Program Coordinators in developing programs that introduce BCE students to various academic and administrative resources of Boston College. PA's also design and facilitate the success of co-curricular activities, late night programs, and weekday/weekend trips meant to build group dynamics, foster interpersonal relationships, and develop a personal identity. PA's have direct responsibility for developing and maintaining positive on-going relationships with approximately 15 assigned high school students throughout their participation in the BCE program.

- Participate in the weekly on-call duty schedule, which will include one base night per week and weekend nights on a rotating schedule; duty lasts from 8pm - 7am
- Programming responsibilities will include but are not limited to social programs on each base night, as well as more elaborate programs on weekend nights (to be planned with the help of BCE Program Coordinators)

- Coordinate and lead at least four-weekday trips throughout the summer (3:30-6:30pm) for students to explore a part of campus or the city of Boston
- Attend at least three-weekend trips as chaperones for the BCE students (ranging Saturday or Sunday 10am-8pm)
- Assist with at least one college preparation seminar (tentatively scheduled for Tuesday/Thursday afternoons at 4pm)
- Must be present in the residence hall at least four nights per week, which may include duty nights.
- Facilitate regular guided discussions on Sunday evenings with assigned students in small groups – topics may include the college search process, homesickness, potential academic and personal hardships in the program, being your authentic self, aspects of social identity, and more
- Weekly one-on-one meetings with Program Coordinator and/or BCE Resident Director
- Develop and maintain meaningful and appropriate relationships with residents and student staff members through frequent intentional conversations and informal interactions, working to meet at least every other week with each student in small group
- Serve as a role model for students and strictly adhere to all Boston College policies in the Boston College Student Code of Conduct (www.bc.edu/studentconduct) as well as all program policies as outlined in the BCE Staff Manual
- Regularly scheduled weekly staff meetings and 1:1's with supervisor
- Other duties as assigned.

BCE Program Assistant Standard Hours:

- Duty shift from 8pm-7am when scheduled (approximately 1-2 nights/week); Compensated hours are 8pm-12am plus any responses outside of those times
- Student Reflections Sunday nights 6:30-7:30pm
- Additional night/weekend program planning and facilitation (~1-2/week)
- PA's need to be present for training and student move-in/orientation June 16-23, 2019
- PA's should sleep in the residence halls for at least 4 nights out of the week during the program

About Summer Housing and the Office of Residential Life at 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.