

Boston College Experience Program Coordinator Position Description

Title:	Boston College Experience (BCE) Program Coordinator (PA) - 2 Positions
Reporting To:	Boston College Experience Resident Director
Hours/Week:	29 hours/week
Compensation:	\$13.50/hour ; on-campus meal plan for the duration of program; Single occupancy double room in a traditional residence hall
Date Range:	June 2, 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 Coordinator Overview:

The BCE Program Coordinator (PC) serves as a supervisor and facilitator for all components of the BCE program. The main role of the PC's will be to supervise and support the Program Assistant's (PA's) in programming, student engagement, and emergency/crisis response. PC's will assist with coordination of large scale programs, students going off-campus, student discipline/follow-up, and maintaining a presence in the community. Additionally, the PC may serve in an on-call capacity for students in the program. The PC role is open to Boston College graduate students. The successful candidate will have demonstrated the ability and desire to work with a diverse student population. Candidates must be open to connecting 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 Coordinator Responsibilities:

This is a live-in leadership position, which reports directly to one of the BCE Resident Director, and will oversee students in three separate, consecutive resident high school programs. The PC 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. PC's support Program Assistants in developing programs that introduce BCE students to various academic and administrative resources of Boston College. PC's assist PA's with the design and successful facilitation of co-curricular activities, late night programs, and weekday/weekend trips meant to build group dynamics, foster interpersonal relationships. PC's will provide administrative oversight for the BCE program through some of the following means:

- Plan and execute week-long training for Program Assistant staff members that includes campus resources, duty/crisis response, teambuilding, and program planning as part of the schedule
- Manage student discipline and policy violations including issues with curfew, quiet hours, guest policy, and other issues that may arise
- Approve and decline off-campus travel requests from students and parents/guardians, making sure to abide by all Protection of Minors protocols

- Assist with program planning (planning, logistics, supplies, publicity) for nightly programs in the residence halls; weekend trips into the city/museums, and weekday off-campus trips for students
- Ensure Charlie Cards and school busses are available and/or booked for necessary trips
- Work with the BCE Resident Director and Program Director on scheduling college visits and college prep seminars with BC staff members on various aspects of the life of a college student
- Supervise Program Assistant team, providing mentorship and guidance through personal and professional needs throughout the summer months, meeting 1:1 with direct supervisee's each week
- Lead staff meetings at least 1 time/week during through the duration of the BCE program
- Coordinate weekly discussion/reflection group content for the program assistant team to assist in their work leading these sessions with students
- Communicate with parents/guardians of students as needed and respond to inquiries or issues as they arise
- Coordinate opening/move-in and closing/move-out for each group including check-in/out process, orientation, and student access in collaboration with other Residential Life Summer Coordinators
- Regularly scheduled weekly staff meetings and 1:1's with supervisor
- Work with supervisor to chaperone events throughout the summer as needed
- Other duties as assigned

BCE Program Coordinator Standard Hours:

- Will work with supervisor to schedule ~29 hours/week Monday-Friday in the office
- Possible Duty shift from 8pm-7am when scheduled (approximately 1-2 nights/week); Compensated hours are 8pm-12am plus any responses outside of those times
- Additional night/weekend program planning and facilitation may be required
- PC's need to be present for training and student move-in/orientation June 2-23, 2019

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.

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