



Student Housing Coordinator Position Description

Title:	Student Housing Coordinator - 2 positions
Reporting To:	Summer Housing Resident Director
Hours/Week:	Full-Time: 29 hours/week
Compensation:	\$13.50/hour ; Single occupancy bedroom in air-conditioned apartment with suite/apartment mates (for majority of summer)
Date Range:	May 15, 2019 – August 18, 2019

Student Housing Coordinator Position Overview:

The Student Housing Coordinator is responsible for working closely with the Summer Housing Resident Director to assist with housing placement of undergraduate summer students and other internal groups. The Student Housing Coordinator will assist with check-in/out of summer school students and communicate with the welcome center on needs of check-in/out for various groups. Student Housing Coordinators will work to verify accurate occupancy records for internal groups throughout the summer.

Student Housing Coordinator Responsibilities:

- Attend coordinator and professional staff meetings Monday-Friday mornings for an overview of projects and tasks within the summer operation group
- Manage all email (student housing BC email) and in-person communication with student housing individuals and groups (and their BC liaisons)
- Create bookings for all students and student groups staying on-campus over the summer
- Manage housing requests and applications received throughout the summer months
- Coordinate check-in/check-out for student housing (session I and II) and other internal groups
- Help manage Fall early arrival applications and bookings through phone and email communication
- Communicate with Finance Coordinator, Prep Crew Coordinators, and Welcome Center Coordinators regarding billing, linen, and access needs for student groups
- Friendly, professional, and courtesy interactions with all staff, parents, and students is imperative
- Attend regularly scheduled 1:1's with supervisor (and Community Assistant Staff Meetings)
- Learn and utilize pertinent software which includes StarRez, FileMaker, ScheduleFly, and Blogger to ensure accurate records of guests

Student Housing Coordinator Standard Hours:

- Monday through Friday, from 9:00 am – 4:00 pm (3:00 pm on Fridays)
- Lunches are 1 hour in length and are unpaid
- Receive 7 days unpaid Vacation Time (to be submitted before June 14, 2019)
- **No overtime is allotted in this position**
- **May be asked to assist with night and/or weekend check-in or check-out procedures**

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 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.