

# The Boston College Experience

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## Boston College Experience Program Assistant Position Description

### The Boston College Experience Program

Founded on the promise of providing motivated high school students with an opportunity to live and learn at Boston College, Boston College Experience (BCE) exposes rising high school sophomores, juniors, and seniors to rich and rewarding college experiences through non-credit coursework, extracurricular activities, and college and life planning opportunities. The BCE program is sponsored by the Boston College Summer Session through the Woods College of Advancing Studies.

### BCE Program Assistant Position Overview:

Under the direction of the Assistant Director of Pre-College Programs, BCE Residential Program Manager (RPM), and BCE Program Coordinators (PC), the BCE Program Assistant (PA) works directly with and oversees BCE high school-age students (14-18 years old). by creating a safe and hospitable environment conducive to an academically productive experience. This includes providing supervision, information, advising, discipline, and planning and leading social activities. PAs will be assigned a group of BCE students each 2-week session and will be responsible for checking in with them and serving as their first point of contact during the program. PAs will provide leadership within the residential living community through engaging with students, mentoring, easing the transition to living in university dormitories by mediating roommate conflicts, and educating students about residential policies and more. PAs are tasked with guiding the day-to-day experience of BCE students by getting to know them. PAs must be accessible, approachable, and respond to BCE students and abide by the BCE program handbook and Boston College's policies and guidance for managing minors on-campus. Candidates must be open to connecting with high school-age students (14-18 years old). Evening and weekend work is expected. The PA role is both independent and collaborative; PAs will need to work with each other as well as independently to accomplish tasks. The BCE PA position offers undergraduate and graduate students an opportunity to gain practical experience in mentoring, crisis management, and planning and facilitating activities to engage high school-age students.

BCE PAs are required to arrive on-campus by noon, Sunday, June 16, 2024 and remain in residence until noon Saturday, August 3, 2024 by 3 p.m. PAs may not schedule travel that requires them to leave campus before noon on the final day of the program (i.e. leaving the program early) and/or spend more than approved one night away from campus during the time of employment. The BCE PA position is full-time; therefore, students cannot hold another job, including another position at Boston College during the duration of the position.

Important note: BCE staff, including PAs, are not permitted to have visitors or guests inside the residence hall at any time during their BCE employment. Doing so violates the protection of minors guidelines and is cause for immediate termination.

## **BCE Program Assistant Responsibilities:**

### **Community Development/Resource**

- Guide and assist students in getting to know the campus.
- Refer students to BCE approved campus resources.
- Create a welcoming and inclusive environment.
- Enforce community standards, expectations, regulations, policies, and code of conduct.
- Encourage students to attend nightly activities.
- Engage with BCE students by checking in on them, providing support, and being approachable and available.
- Be a positive role model to BCE students.

### **Programming**

- Using BCE Programming Model Guidelines and Procedures, create programs and activities that meet BCE program needs and serve BCE students.
- Assist BCE Program Coordinators in planning the BCE student orientation and conduct residence hall rules and guidelines meetings with students.
- Maintain a positive, respectful, and meaningful presence in all interactions with students and colleagues; contribute to a supportive, healthy, and considerate BCE program community in all aspects of work.
- Promote through residence hall posters important program information including the nightly activities calendar, summer program regulations, emergency phone numbers, hours for the dining hall, and daily class schedule on their assigned floor for students to see.
- Programming responsibilities will include but are not limited to, social programs on each base night, as well as more elaborate programs on weekend nights. Collaborate with the Program Coordinator (PC) overseeing programming to plan the end of the session program.
- PAs will chaperone at least one weekend excursion trip during their BCE employment.

### **Student Support/Supervision**

- Develop and maintain positive ongoing relationships with BCE high school students throughout their participation in the program.
- Mediate and resolve conflicts and personal disputes among students.
- Connect BCE students with on-campus resources.
- Document any student-related issues or important information in the Daily Log. PAs must stay apprised of information in the Daily Log at all times.
- Ensure all students clean their assigned dorm rooms and return them to their original state when moving out.
- Participate in assigned desk, duty, and programming shifts
- Aid in managing the building and rooms; report any facility issues.
- Be attentive and report any resident safety and/or building security issues or concerns, particularly as they relate to minor students on campus.
- Ensure BCE students follow University and Housing policies.
- Maintain a respectful and supportive environment.
- Report program, policy, and safety violations to the BCE PC on duty and document in the Daily Log.

### **Emergency Response**

- Serve as a primary responder to emergencies within the residence hall, on BCE-approved weekend excursions, and throughout the program regardless of location.
- Execute all duty responsibilities as outlined.
- Report emergencies to the PC on Duty and log them in the Daily Log.
- Accompany students to University Health Services and/or hospital and in special cases to obtain prescriptions at the nearest pharmacy.
- While PAs will have designated duty shifts, PAs are expected to assist in an emergency any time they are in the building or present during the emergency.

## **Administrative Tasks**

- Assist with BCE student Move-Ins, Move-Outs, and Orientation.
- Document any incidents, issues, etc. in the Daily Log.
- Assist with creating signage and promotional materials for nightly programs and required BCE weekend excursions.
- Report any facilities issues to the Program Coordinator on duty and in the BCE Daily Log.
- Other duties and tasks as assigned.

## **Training Schedule & Work Shifts**

PAs will be required to attend two separate and mandatory trainings. One will be offered online and the other will be offered in-person. The in-person training is one week long and will be scheduled for early June 2024. All training cannot be missed, made up, or rescheduled. The inability to attend the training sessions - both the online and in-person - will result in forfeiture of the position. The PA position is full-time; therefore, any outside commitments (ex. online courses, volunteering, etc.) must be communicated to and approved by the Assistant Director Pre-College Programs at the time of employment offer and acceptance.

- PAs must maintain a minimum of 25 compensated shift hours each week to remain employed by BCE; PA's compensated shift hours will not exceed 35 hours each week.
- Compensated weekly hours must include at least one desk shift (4 hours shifts), nightly programming shift (4-hour shifts), on-duty overnight shift (8 hours), Afternoon Workshop shift (2-hour shift), and Weekend Excursion shift (3–6-hour shift)
- Must be on-campus for Weekly Mandatory staff meetings. Failure to attend meetings on time without prior release from the BCE Residential Program Manager may result in termination.
- Days off are not permitted during staff/training, BCE student move-in/orientation, move-out, or July 4<sup>th</sup>.
- The BCE PA position is full-time; therefore, PAs cannot hold another job, including another position at Boston College during the duration of the position.
- Living on campus is mandatory during employment dates. Due to the nature of the BCE Program and Protection of Minors guidelines, PAs must stay in the residence hall every night of the program (even when not working a shift) unless prior approval to not return for the evening has been provided by the BCE Resident Program Manager.

## **Qualifications**

We invite applications from Boston College and other college/university students including recent college graduates.

Applicants should:

- Have previous or transferrable experience in residential life, serving as a camp counselor, and/or working with high school students.
- Be mature, enjoy working with others, and feel committed to the intellectual and social values of BCE program.
- Be resourceful, possess integrity, good judgment, excellent listening skills, and lots of energy for a fast-paced environment.
- Commit to, abide by, and enforce all policies set forth in the Conditions for Residency and Student Code of Conduct at all times, as well as Protection of Minors guidelines, BCE program policies, and other applicable Boston College policies.
- Adhere to the Student Confidentiality Agreement, which applies to BCE students, and safeguard confidential and sensitive Boston College information and data.
- Demonstrate positive actions and attitudes that reflect positively on Boston College both during and outside regular work shifts.
- Adhere to the business casual dress code which includes a BCE staff t-shirt which is provided.
- Have excellent verbal and written communication skills.
- Possess excellent time management skills.
- Have superb customer service skills and a positive attitude.
- Command a strong attention to detail and recordkeeping.
- Be a problem solver.

## **Compensation and Benefits**

The total compensation package for the BCE PA role is an estimated total value of \$7,213.00, which includes:

- On-campus housing (an estimated total value of \$1,543.50)
- On-campus meal plan (an estimated total value of \$2,450.00)
- \$10 for laundry weekly (an estimated total value of \$70.00)
- A taxable hourly wage based on scheduled and completed shift hours of \$15.00\* per hour  
(example: 30 hours a week/\$450.00-this does not include taxes and other deductibles)

Note: BCE staff, including PAs, are not permitted to have visitors or guests inside the residence hall at any time during their BCE employment. Doing so violates Protection of Minors guidelines and is cause for immediate termination, which also results in the loss of which results in the loss of all compensation and benefits including housing, meals, etc.

## **Terms**

This is a temporary position and is an at-will position which means that Boston College may discontinue employment at any time and for any reason prior to the conclusion of the Boston College Experience program. Termination of employment includes loss of sponsored housing, meal plan, laundry, and campus housing. In the event of termination, you will receive a prorated share of the agreed upon stipend amount or paid for the last reported hours worked, if hourly, in exchange of services provided.

\*Hourly wage is subject to change.