

# The Boston College Experience

EXPERIENCE COLLEGE LIFE. IMAGINE YOUR FUTURE.

## Boston College Experience Program Coordinator Position Description

### About 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 BC Summer Session through the Woods College of Advancing Studies.

### BCE Program Coordinator Position Overview

Under the direction of the Assistant Director of Pre-College Programs and the BCE Residential Program Manager, the BCE Program Coordinators co-supervise and work with the BCE Program Assistants (PAs) to oversee the day-to-day operations of the residence hall, planned programming, student excursions, and the wellness of BCE students. The PC is responsible for ensuring adherence to safety practices, the Protection of Minors policy, and Boston College's residential hall policies and procedures. To do so, PCs work directly with and oversee PA staff and BCE minor students. They are responsible for 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 throughout the program. BCE PCs will assist with the coordination of large-scale programming activities, leading and planning off-campus student excursions, addressing student discipline issues, and maintaining an approachable presence in the community that ensures the safety of all BCE students. PCs serve in an on-call rotation. Candidates must be open to connecting with high school-age students (14-18 years). Evening and weekend work is expected. This position will require working well on a team, effective planning, organizing, and a keen attention to detail. The BCE PC portion offers graduate students or new professionals an opportunity to gain practical experience supervising a team, mentoring, crisis management facilitation, mediation of conflict, as well as program creation and execution. The PC plays a critical role in the BCE mission of preparing talented students to make a successful transition from high school to college.

PCs work 40 hours of compensated shift hours each week. Typically, shifts are 8 hours, including overnight shifts, and may include weekend excursions. Compensated shift hours will not exceed 40 hours a week. Hours may fluctuate based on on-campus and residential community needs. BCE PCs are required to arrive on campus by noon, Sunday, June 2, 2024 and remain in residence until noon Saturday, August 3, 2024. PCs may not schedule travel that requires them to leave campus before noon on the final day of the program, Friday, August 2, 2024. The BCE PC 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 PCs, 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. See the compensation and benefits section below.

Each PC will lead one of the following tracks during the duration of the program:

### **Track One: BCE Student Orientation & First Night Residential Meeting**

The PC overseeing this track will take the lead in planning the student orientation and work with the PAs to create icebreakers, presentations, community building activities, and coordinate a tour of campus. The PC will also work with BCE Resident Program Manager and Assistant Director of Pre-College Programs to determine the agenda and delivery of the first night's BCE staff residential meeting and brief PAs on the meeting agenda. This track offers the opportunity to gain experience in communication management, event planning, and community building.

### **Track Two: Off-Campus Permission & Curfew Process & Student Conduct Meetings**

The PC overseeing this track will work with the Assistant Director of Pre-College Programs and BCE Resident Program Manager to oversee BCE students' requests to leave campus (off-campus permission process) by reviewing requests from students and/or parents. The PC will notify students and/or parents of approval or denial of a request within a timely manner. PC will also send out curfew warning emails to students and parents alerting them of a violation of the policy. With support from the BCE Resident Program Manager, the PC will also coordinate and meet with students who have violated program policies. The conduct meeting led by the PC is the initial step in documenting and correcting program policy violations. The issuance of additional warnings to a student will be escalated to conduct meetings with the BCE Resident Program Manager and/or Assistant Director of Pre-College Program Director. This track offers an opportunity to gain experience applying program policies and guidelines, managing student conduct, problem-solving, responding to time-sensitive issues, and communication management.

### **Track Three: Nightly Programming and BCE Social Media**

The PC overseeing this track will manage the BCE nightly Programming Proposal process and work with the PAs to plan and execute the nightly programs for BCE students. The PC will review program proposals submitted by PAs and determine the programming schedule before the start of each session. The PC will work with the Assistant Director of Pre-College Programs to approve program proposals, order supplies and food, and book on-campus spaces if necessary. Also, the PC will submit social media posts to the Assistant Director of Pre-College programs for approval and posting to the BCE Instagram page. This track offers an opportunity to gain experience in program development, event planning and coordination, and social media management.

### **BCE Program Coordinator Responsibilities (all tracks)**

In addition to the designated track responsibilities outlined above, all BCE PCs are responsible for:

#### **Student Staff Training & Supervision**

- Assist in organizing and planning BCE Program Assistants (PAs) training with the BCE Resident Program Manager and Assistant Director of Pre-College Programs.
- Plan and execute week-long training for PA staff members that includes campus resources, duty/crisis response, team-building, and program planning.
- Respond to PA staff requests and needs – anticipate, help troubleshoot, and problem-solve.
- Advise staff in responding to student behavior and social well-being such as policy violations,

roommate issues, etc.

- Supervise and assist PAs in fulfilling their job responsibilities.
- Assist BCE Resident Program Manager in conducting weekly all-staff meetings.
- Assist BCE Resident Program Manager in organizing team building through the program.

## **Emergency Response**

- As appropriate, activate the Emergency Action Plan and/or emergency protocols (as detailed in the PC Handbook) in coordination with the BCE Resident Program Manager and/or Assistant Director of Pre-College Programs.
- Serve as the first line of response for all emergencies related to the care of a BCE student or dorm space. This includes but is not limited to the whereabouts of a minor student, medical issues, or facility emergencies.
- Responsible for engaging additional assistance as needed (BCE Resident Program Manager, Administrator on Call, Assistant Director of Pre-College Programs, and/or BCPD).
- Support PAs and students in emergencies.
- Schedule appointments for students to University Health Services, and assign a PA to accompany them to University Health Services
- Accompany students to go to the hospital emergency room as needed.

## **Programming & Event Planning**

- Work with PAs to plan and execute nightly programming.
- Chaperone and oversee Weekend Excursions – required off-campus field trip each session.
- Work with and support the BCE Resident Program Manager and Residential Life team during move-in/move-out, and orientation for PAs and BCE students.
- Work with the Assistant Director of Pre-College Programs and BCE Resident Program Manager to organize, manage, acquire, and keep an accurate inventory of all programming supplies.
- Coordinate with PAs to post program/event calendars and flyers in the residence hall and to submit social media posts for consideration.

## **Student Management**

- Be the first point of contact and support for PAs
- Aid PAs with any student issue or concern such as roommate conflict, illness, etc., and determine the best next course of action with BCE Resident Program Manager.
- Oversee the curfew check-in process and any related student conduct issues.
- Maintain confidential student records and information at all times.

## **Community Development**

- Create a welcoming and inclusive environment amongst BCE residential staff.
- Create a welcoming and inclusive environment through programming, events, and activities for BCE students.
- Enforce BCE and BC Code of Conduct and policies.

## **Administrative & Other Responsibilities**

- Update, maintain, and stay apprised of the BCE Daily Log promptly.
- Co-facilitate weekly residence staff meetings with the Resident Program Manager.
- Manage the curfew process, keep and maintain all records, and be prepared to execute the Emergency Action Plan and/or emergency protocols in coordination with BCE Resident Program

Manager and/or Assistant Director of Pre-College Programs.

- Working with PAs to make sure all residence hall facilities are cleaned, organized, and ready for walk-through with BCE RD before the start and end of each session.

## Qualifications

We invite applications from graduate students from Boston College and other colleges/universities or recently graduated master's degree students. The ideal candidate will have completed a graduate degree within the last six months, and/or have an equivalent combination of education and related experience, be a professional in the area of student affairs, higher education administration, or be a boarding school administrator.

Applicants should:

- Have previous or transferrable experiences as a resident advisor/assistant (RA), camp counselor, and/or experience working with high school students.
- Have the ability to lead and make decisions.
- Be skilled at connecting with students and staff on a personal, as well as formational, level; preference will be given to those with an interest in engaging with high school student development.
- Not have other obligations for the duration of BCE employment dates including second job, internship, or academic course; other obligations may only be directly connected to this position and have received prior approval from the Assistant Director of Pre-College Programs).
- Be able to communicate effectively, both orally and in writing, with students, visitors, parents, staff, and other members of the Boston College community.
- Comprehend and appreciate the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College.
- Have large- and small-scale program planning experience for groups of 10-300 individuals.
- Be able to work autonomously and troubleshoot concerns by individuals as needed.
- Commit to, abide by, and enforce all policies set forth in the Conditions for Residency and Student Code of Conduct, the Protection of Minors guidelines, BCE Program policies, as well as any other applicable Boston College policy.
- Adhere to the Student Confidentiality Agreement, which applies to BCE students, and safeguard confidential and sensitive Boston College information and data at all times.
- Must possess strong customer service skills and a positive attitude in order to succeed in this role.
- Demonstrate mature judgment and administrative competence in leading a staff of PAs, working alongside other Program Coordinators, and overseeing the safety and social interactions of high school students.
- Must possess excellent communication skills sufficient to supervise and address the health and safety needs of BCE students in their care.
- Communicate and exchange accurate information with staff and participants who have inquiries about their residual experience.
- Demonstrate cultural competence and inclusiveness of diverse perspectives that students and staff bring to their work, including academic, socioeconomic, cultural, racial and ethnic, gender sexuality, and intersectional identities.
- Must complete a successful criminal background check.
- Due to the on-call requirements of the position, the person in this position must be able to exercise good judgment with minimal sleep.

## Training Schedule & Work Shifts

PCs 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 two weeks 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 PC 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.

- PCs must reside on-campus in the residence hall during contract dates.
- PCs work 40 hours of compensated shift hours each week. Typically, shifts are 8 hours, including overnight shifts, and may include weekend excursions. Compensated shift hours will not exceed 40 hours a week.
- Must attend and participate in the on-campus Weekly Mandatory staff meetings. Failure to attend meetings on time without prior release from the Resident Program Manager and/or Assistant Director of Pre-College Programs may result in termination.
- Vacation days do not apply during staff/training, move-in/orientation, move-out, and July 4<sup>th</sup>.
- The BCE PC position is full-time; therefore, students 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, even when not working a scheduled shift, PCs must sleep in the residence hall each night of the program unless prior approval to not return for the evening has been provided by the BCE Resident Program Director and the Assistant Director of Pre-College Programs.

## **Compensation & Benefits**

The total compensation package for the BCE PC role is a total estimated value of \$9,911.00, which includes:

- On-campus housing (an estimated total value of \$1,984.50)
- On-campus meal plan (an estimated total value of \$3,150.00)
- \$10 for laundry weekly (an estimated total value of \$90.00)
- A taxable hourly wage based on scheduled and completed shift hours of \$17.36\* per hour  
(example: 30 hours a week/\$520.80-this does not include taxes and other deductibles)

Important note: BCE staff, including PCs, 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, which results in the loss of all compensation and benefits including housing, meals, laundry, etc.

## **Terms**

This is a temporary position with Boston College 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, and access to campus. 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.