Boston College Eperience Program Assistant Position Description

The Boston College Eperience Program

mentoring, crisis management, and planning and facilitating activities to engage high school-age students.

BCE PAs are required to arrive on-campus bynoon, Sunday June 22, 2025 and remain in residence until noon Saturday August 9, 2025 by 3 p.m. PAs maynot schedule travel that requires them to leave campus before noon on the final dayof the program (i.e. leaving the program early and/or spend more than approved one night awayfrom campus during the time of employnent. 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 anytime during their BCE employment. Doing so violates the protection of minors guidelines and is cause for immediate termination.

BCE Program Assistant Responsibilities

CommunityDevelopment/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 communitystandards, exectations, regulations, policies, and code of conduct. Encourage students to attend nightlyactivities. Engage with BCE students bychecking 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 B Assist BCE Pes5(ughe during)-6.9-6 Tc.0spD.R hours for the dining hall, and dailyclass schedu le 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 exeu rsion 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 anystudent-related issues or import ant information in the DailyLog. PAs must stayapprised of information in the DailyLog 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, dutyand programming shifts

Aid in managing the building and rooms; report any facility issues.

Be attentive and report any resident safetyan d/or building security ssues or concerns,

particularly as the yrelate to minor students on campus.

Ensure BCE students f f f P.ryps,

Assist with BCE student Move-Ins, Move-Outs, and Orientation. Document anyincidents, iss ues, etc. in the DailyLog. Assist with creating signage and promotional materials for nightlyprograms and required BCE weekend excursions. Report anyfacilities issues to the Program Coordinator on dutyand in the BCE Daily Log. Other duties and tasks as assigned.

Training Schedule & Work Shifts

PAs will be required to attend two separate and mandatorytrainings. 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 earlydune 2025. All training cannot be missed, made up, or rescheduled. The inabilityto attend the training sessions - both the online and in-person - will result in forfeiture of the position. The PA position is full-time; therefore, anyoutside commitments (exonline courses, volunteering, etc.) must be communicated to and approved by the Assi stant 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 weeklyhours must include at least one desk shift (4 hours shifts), nightly programming shift (4-hour shifts), on-dutyove rnight shift (8 hours), Afternoon Workshop shift (2-hour shift), and Weekend Excursion shift (36-hour shift)

Must be on-campus for WeeklyMandatorystaff me etings. Failure to attend meetings on time without prior release from the BCE Residential Program Manager may result in termination. Day off are not permitted during staff/training, BCE student move-in/orientation, move-out, or July4th.

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 mandatoryduring employ ment dates. Due to the nature of the BCE Program and Protection of Minors guidelines, PAs must stayin the residence hall everynight 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/universitystudents 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.

agreed upon stipend amount or paid for the last reported hours worked, if hourly in exchange of services provided.