



# BOSTON COLLEGE

## Division of Student Affairs

### OFFICE OF RESIDENTIAL LIFE

## Brookline Campus Summer Resident Assistant Summer 2025

### **Title: Brookline Campus Summer Resident Assistant**

**Reporting To:** Assistant Director, Residential Life and Student Engagement - Brookline Campus

**Hours/Week:** Approximately 9 hours per week from June 29 through August 8 throughout the entire summer, 1-on-1 meetings with supervisor, and monthly staff meetings.

### **Compensation:**

- Room – RAs will receive a waiver for the full room rate for their assigned room type. RA rooms on the Brookline Campus are traditional style, single rooms on floors with shared, common area bathrooms. The Office of Residential Life reserves the right to change my room assignment and community placement at any time.
- Meal Plan – Brookline Campus RA will receive a waiver for the mandatory meal plan for the summer term.
- Infirmary Fee - RAs will receive a waiver for the full cost of the student infirmary fee.
- Opportunities for hourly paid shifts at the Summer Welcome Center can be requested and reviewed on an as-needed basis. Completion of these shifts will be compensated separately at a rate of \$15.25 per hour.
- Summer housing available until Saturday, August 9th; students with a Fall 2025 housing assignment will be permitted to move directly into their fall housing assignment between Sunday, August 10, 2025-Tuesday, August 12th, 2025. Students without a fall housing assignment will not be able to remain on-campus past Saturday, August 9th.

### **Our Mission**

Members of the Boston College Residential Life Summer Staff serve Boston College, a university that embodies the Jesuit Catholic tradition and seeks to promote the values that this tradition represents. I understand that as a Boston College staff member, I am charged with furthering those goals by fulfilling the following terms of this agreement, including the [Student Leader Confidentiality Agreement](#) attached hereto, and by maintaining at all times exemplary standards of personal and professional conduct.

### **Position Overview:**

The Office of Residential Life strives to create a safe and welcoming environment for all students by engaging our residents on topics related to diversity and inclusion, faith and spirituality, responsible social activities, and academics.

A Resident Assistant (RA) is a full-time day student who will work as a community developer, resource, and mentor for students on the RA's floor and community. Specific responsibilities will depend on the needs of the particular community and the area to which he/she is assigned. An RA is a member of the Office of Residential Life and is supervised by a Resident Director or Area Coordinator, who may be supported by a graduate assistant. The Assistant Directors, the Associate Director, the Director of Residential Education, and the Associate Vice President for Student Affairs provide additional supervision.

Resident Assistants are student leaders who strive to create safe and inclusive environments for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution as defined by the teachings (Magisterium) of the Roman Catholic Church, with a special commitment to cultural diversity and social justice.

As student leaders, RAs are committed to furthering the mission and vision of Boston College Residential Life to be a leader in providing a formative residential experience, empowering students to grow through community living, engage with diverse perspectives, and reflect on their experiences with the support of committed conversation partners. In support of these goals, Resident Assistants understand that they may be asked to complete additional tasks or support programmatic needs in addition to what is outlined below.

In the course of this role, you may become aware of private information about a student, guest, or departmental process. It is expected that you will maintain the privacy of all information you learn in the course of your role, both online and when communicating with others in or out of the office in addition to agreeing to the terms of the [Student Leader Confidentiality Agreement](#).

### **Responsibilities:**

While you may be assigned additional or one-time tasks in a given week, below is a list of some of the more common tasks you may perform. These include, but are not limited to, the following:

- Develop and maintain a positive ongoing relationships with each of my residents, endeavor to know each of my residents as individuals, and understand the social dynamics on my floor by consistently being present and available on the floor, sharing meals with residents, meeting with residents individually, hosting programs, and visiting residents rooms as outlined in my community engagement model and any other programming expectations provided to me by Residential Life.
  - Brookline Campus summer RAs will be asked to plan and execute roughly 3 programs over the course of the summer for residents and may additionally be asked to attend or support other campus programs.
- Ensure all residents know that I am available to them and that I care about their well-being through consistent communication.
- Attend one-on-one meetings with the Assistant Director of Residential Life and Student Engagement, scheduled twice per month.
- Attend weekly team meetings to be scheduled throughout the summer
- Advise and counsel students, within the limits of the training for the position, on academic and social matters, make students aware of available resources, and when necessary, refer students to the appropriate University office/department.
- Participate in the weekly duty rotation, remaining available in the community, actively engaging with residents, and conducting rounds to identify any potential community disturbances, facility issues, or policy violations.
- Fulfilling all aspects of Resident Assistant duty includes but is not limited to:
  - Two RAs will be on duty each night in their assigned residential area
  - Call in for duty at least 5 minutes prior to start time (by 7:55pm)
  - Remain in the assigned community from 8pm - 7am
  - Make a minimum of 2-3 rounds per night within the below time period; Conduct required community walks/rounds per night of the building.
    - Sunday-Wednesday: 8pm-12am
      - Rounds should begin at the following times: 8pm and 12pm
    - Thursday, Friday, and Saturday: 8pm-1am
      - Rounds should begin at the following times: 8pm, 11pm, and 1am
  - On-call & Incident documentation
    - Log detailed nightly reports via Google Forms each duty night
    - Complete appropriate and detailed incident reports via Maxient
    - Appropriately evaluate and document students and incidents
  - Address and report all policy and facility-related concerns to the appropriate parties through designated reporting platforms, ensuring timely communication of maintenance, conduct, and safety issues and communicate to the Residential Life professional staff on-call in the event of any emergencies or situations that are beyond my training.
  - Support students with roommate mediations, campus resources, facilities issues, lock-outs, and other administrative needs.

### **General Expectations**

- I understand that as a student leader within the Office of Residential Life with eligibility to reside in summer on campus housing, I am to abide by and enforce all policies set forth in the Conditions for Residency, and the Student Code of Conduct at all times, as well as any applicable Boston College policy, including the Summer Alcohol and Drug Policy described below.
- I understand that due to the visibility of the position, I must ensure that my actions and attitude reflect positively on Boston College at all times.

- I understand that I will have access to confidential information, including certain Boston College student data, as part of my position. I have read and signed the Student Leader Confidentiality Agreement that is attached at the end of this document and agree to safeguard confidential information and other sensitive Boston College data in accordance with the terms of the Student Leader Confidentiality Agreement.
- I understand that if I am not residing on campus in the Fall of 2025, I will need to make arrangements for housing after August 9th, 2025.
- I agree to review and meet all expectations of my position to the best of my ability.

**Important/Required Dates:**

Specific responsibilities may vary from week to week depending on events or processes occurring in the department but the following dates or times are particularly busy times for our office or this role, and you will be required to be available. Please be aware that certain times of the year may require additional coverage. All RAs should understand the expectations around mandatory dates set forth by the Office of Residential Life and agree not to schedule any activities that would prevent them from fully attending and participating in all training, hall openings, and closings or other commitments as outlined below.

RAs are not excused from these dates unless a request is submitted in writing and approved by the Director of Residential Education or designee. All Resident Assistants must abide by the following arrival and departure dates throughout the year:

**Summer 2025**

- Sunday, June 29:: RA Move-In Days. All RAs must check in by 5:00 pm on Sunday, June 29.
- Monday, June 30 – Thursday, July 3: RA Training, including evening and/or weekend requirements. Training sessions start each day at 9 am and typically run into the early evening.
- Sunday, July 6: Move-In Day for Brookline Campus and Orientation for new Messina College students. Shifts will be assigned for Brookline Campus RAs.
- Monday, July 7 – Friday, July 12: RAs will have commitments to support Brookline Weeks of Welcome events.

**End of Summer Session 2025**

- August 9, 2025: Any RAs not continuing to serve on the Brookline Campus for the Fall 2025 semester will be required to move out by August 9th. RAs may not depart before this time without permission in advance from the Associate Director of Residential Education and may not remain in Brookline Campus housing after this time.

**Ongoing**

- Community Team Meetings - The Brookline RA team meeting will be scheduled for either Tuesday or Wednesday evenings.
- Please Note: In the event of weather emergencies, natural disasters, high-profile events, etc. RAs may be asked to assist with other duties as assigned to help manage the on-campus resident population.

**BC Student Employee Hour Policy**

In accordance with university policy and due to the requirements of the Resident Assistant position, students in the RA position will not be able to work more than 29 hours per week total across paid on campus roles during the summer term sessions.

**Resignation or Release**

- I understand that my appointment to the position as a Resident Assistant may be revoked if I fail to comply with the conditions outlined above. I also understand that this may result in referral to the university’s student conduct process, which could impact my eligibility for Boston College housing in the future.
- In the event of my resignation or release, I understand that my summer housing benefits will cease immediately and I would need to relocate myself and my belongings to an off-campus location.

**Summer Alcohol and Drug Policy**

Students are expected to abide by the alcohol and drug policies set forth in the Conditions for Residency and the Student Code of Conduct at all times. In addition, and notwithstanding anything to the contrary set forth therein, during the summer months, residential students must also comply with these additional requirements:

- NO alcohol is permitted within residence halls, regardless of age.
- Students must not be in the presence of or under the influence of alcohol or drugs while on-campus, including in the residence halls, regardless of age; students must not be under the influence of marijuana or illicit drugs on- or off-campus.
- These additional requirements apply to all guests.
- You understand that violating any of these policies may result in immediate removal from my summer housing and the RA role.
- In the event of any conflict between this Summer Alcohol and Drug Policy and the alcohol and drug policies set forth in the Conditions for Residency and the Student Code of Conduct, this Summer Alcohol and Drug Policy shall prevail.

I have read and understand and agree to abide by this Agreement.

\_\_\_\_\_  
**Student Name (printed)**

\_\_\_\_\_  
**Eagle ID (first 8 digits)**

\_\_\_\_\_  
**Student Signature**

\_\_\_ / \_\_\_ / 2025