



# BOSTON COLLEGE

## Division of Student Affairs

### OFFICE OF RESIDENTIAL LIFE

## Community Assistant Staff Agreement

Summer 2025

**Title:** Community Assistant

**Reporting To:** Summer Housing Resident Director

**Hours/Week:** Approximately 2-3 nightly duty shifts per week throughout the entire summer, 1-on-1 meetings with supervisor, and monthly staff meetings.

**Compensation:**

- Shared bedroom within an air-conditioned apartment over the duration of employment with direct roommate and apartment roommates.
- Additional work 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.

**Dates of Employment:** Wednesday, May 14, 2025 - Sunday, August 10, 2025

**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.

The Community Assistants (CAs) are responsible for maintaining a hospitable, positive, and visible presence in the halls, acting primarily as an on-call and emergency response capacity. CAs will provide support and be a resource for the BC summer student residents as well as the camps and conference guests who are utilizing the residence halls during the summer months. CAs will conduct evening rounds throughout all residence halls that are occupied by summer guests to address any facilities, individual, and group needs.

As a member of the Residential Life team, you are expected to uphold high standards of personal and professional conduct. Student positions in Residential Life might require administrative or physical work depending on the role, and all staff members are expected to deliver a high level of customer service to students, families, university staff, and community members at all times while performing their role.

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:

- Attend one-on-one meetings with the supervising Summer Housing Resident Director, scheduled once per month.
- Attend monthly staff meetings to be scheduled throughout the summer
- Community Assistants participate in the on-call rotation throughout the summer and must hold on-call shifts at least every other week.
- Fulfilling all aspects of Community Assistant duty includes but is not limited to:
  - Two Community Assistants will be on duty each night in their assigned residential area
  - Call in for duty at least 5 minutes prior to start time (by 8:55pm)
  - Remain in the assigned community from 9pm - 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: 9pm-12am
      - Rounds should begin at the following times: 9pm and 12pm
    - Thursday, Friday, and Saturday: 9pm-1am
      - Rounds should begin at the following times: 9pm, 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
  - Serve as an emergency/crisis responder and communicate to the Residential Life professional staff on-call, as needed
  - 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.
  - Assist all Camps & Conference guests with various tasks, including providing customer service, distributing linens, reporting facility issues, handling lock-outs, supporting group check-ins and check-outs, and preparing guest rooms by making beds and placing linens and toiletries.
  - Support Boston College students with roommate mediations, campus resources, facilities issues, lock-outs, verifying vacancies, and student check-outs.

### **General Expectations**

- I understand that as an employee of 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, both during and outside of my regular work shifts.
- 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 my attire while on shift must include the Residential Life summer housing t-shirt provided, and any additional attire should be appropriate for the working conditions.
- I understand that I am required to find coverage or swap days with other staff. Should I be unable to find coverage, I understand that I am responsible for completing my shift as assigned.
- I understand that I will be provided Boston College housing for the majority of the summer as set forth above in the form of a bed space in an air conditioned apartment with a direct roommate. It is required that I stay in my assigned room for the duration of my summer housing period.
- I understand that a requirement for accepting this position is maintaining a flexible attitude regarding when I will be able to move into my summer assignment as well as when I will be asked to leave my summer assignment. I also understand that I may have to move several times during the course of the summer.

- 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 10th, 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 shift coverage, such as the end of May when we are typically busier. Conversely, there are down periods, such as late summer, when we may need less coverage than usual:

- All-Staff Orientation: Friday, April 11th; 3:00PM-5:00PM
- CA Training: Wednesday, May 14th & Thursday, May 15th; 1:00PM-5:00PM, & Friday, May 16th; 9:00AM-12:00PM
- Spring to Summer Housing Transition: Friday, May 16th - Tuesday, May 20th
- Reunion Weekend: Friday, May 30th - Sunday, June 1st
- Brookline Campus Move-In: Sunday, June 6th, 8:30AM - 12:30PM
- Summer to Fall Housing Transition: Saturday, August 11th - Sunday, August 12th  
All-Staff Orientation: Friday, April 12 2024; 3:00PM-5:00PM

**Note:** To ensure adequate coverage and staff presence, if you will be away from campus for more than 72 consecutive hours, you must submit a request to your supervisor a week in advance.

### **BC Student Employee Hour Policy**

In accordance with university policy, during the summer employment term students may work 30 or more hours per week (to a maximum of 40 hours per week), but **may not** work more than 12 weeks of the summer employment period working these hours as a student employee of Boston College, even if working more than one job for BC. Students may only work more than 12 weeks of the 14-week summer employment period if they average no more than 29 hours per week throughout the summer. **Due to the requirements of the Community Assistant position, students will not be able to work more than 29 hours per week across all BC jobs during the summer employment period.**

### **Resignation or Termination**

- I understand that my appointment to the position on the Community Assistant Staff may be terminated 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 termination from the Boston College Residential Life Summer Staff, 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 summer employment.
- 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.

### **Agreement Authorization**

I understand and agree to abide by all the terms of employment encompassed in this position. I also understand that failure to comply with any of the regulations listed above may result in the loss of this position. By signing this contract below and accepting this position, I am agreeing to all terms of employment stated above.

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**Student Name (printed)**

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**Eagle ID (first 8 digits)**

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**Student Signature**

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