



BOSTON COLLEGE

Division of Student Affairs

OFFICE OF RESIDENTIAL LIFE

ResLife Special Projects Coordinator Agreement Summer 2025

Title: ResLife Special Projects Coordinator

Reporting To: Assistant or Associate Director of Residential Life

Hours/Week: 35 hours/week

Compensation:

- Minimum starting wage-\$16.54/hour during assigned work shift (Starting wage subject to final approval in April 2025)
- Single bedroom within an air-conditioned apartment over the duration of employment with 2-5 apartment roommates.
- 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 ResLife Special Projects Coordinator will work directly with an Assistant or Associate Director of Residential Education or Housing Operations to support key projects associated with summer operations and fall semester planning. Depending on departmental needs, the coordinator will be responsible for planning and executing a variety of initiatives.

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, but 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 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*.

Key Responsibilities: Please note that the specific duties may vary depending on the department's priorities, and other related responsibilities may be assigned as needed.

- **Housing Assignments and Processes:**
 - o Room changes and other housing assignment processes for the summer and fall terms.
 - o Ensure the accuracy of summer housing bookings and collaborate to generate appropriate housing billing statements for current students and summer groups.
 - o Assist with billing processes for summer groups and BC students.
- **Living Learning Communities (LLCs):**
 - o Support LLC housing applications, marketing, and recruitment efforts.
 - o Participate in reviewing applications and selecting candidates for these communities.

- Summer Orientation Support:
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 - Take detailed notes during Summer Operations and campus-wide meetings.
- Staff Training and Summer Operations Logistics:
 - Assist with the planning, preparation, and execution of summer staff training programs.
 - Coordinate logistics and schedule meetings for summer operations.
 - Collaborate with the Facilities Assistant to monitor and address summer facilities concerns through ticket tracking.

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
- Summer Staff 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

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 dress code while on shift will be business casual, include the Boston College summer housing shirt provided, and any additional attire should be appropriate for the working conditions.
- I have reviewed the required work dates and understand that I am expected to be present and work for my position on these dates. I understand that I will not have outside scheduling conflicts on these dates.
- 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. It is required that I stay in my assigned room for the duration of my summer housing period.
- I understand a requirement of 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 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 until the end of my employment term on August 21st, 2025.
- I understand that the dates of my employment will be Wednesday, May 14, 2025 - Thursday, August 21, 2025.
- I agree to review and meet all expectations of my position to the best of my ability.

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.

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.

Resignation or Termination

- I understand that my appointment to the position on the Summer Residential Life 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.

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 loss of this position. By signing this contract below and accepting this position, I am agreeing to all terms of employment stated above.

 Student Name (printed)

 Eagle ID (first 8 digits)

 Student Signature

___ / ___ / 2025