

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 by noon, Sunday June 22, 2025 and remain in residence until noon Saturday August 9, 2025 by 3 p.m. PAs may not schedule travel that requires them to leave campus before noon on the final day of the program (i.e. leaving the program early) and/or spend more than approved one night away from campus during the time of employment. 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 any time during their BCE employment. Doing so violates the protection of minors guidelines and is cause for immediate termination.

## **BCE Program Assistant Responsibilities:**

### **Community Development/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 community standards, expectations, regulations, policies, and code of conduct.
- Encourage students to attend nightly activities.
- Engage with BCE students by checking 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
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hours for the dining hall, and daily class schedule 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 excursion 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 any student-related issues or important information in the Daily Log. PAs must stay apprised of information in the Daily Log 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, duty and programming shifts

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

Be attentive and report any resident safety and/or building security issues or concerns, particularly as they relate to minor students on campus.

Ensure BCE students follow PAs,

Assist with BCE student Move-Ins, Move-Outs, and Orientation.  
Document any incidents, issues, etc. in the Daily Log.  
Assist with creating signage and promotional materials for nightly programs and required BCE weekend excursions.  
Report any facilities issues to the Program Coordinator on duty and in the BCE Daily Log.  
Other duties and tasks as assigned.

### **Training Schedule & Work Shifts**

PAs 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 one week long and will be scheduled for early June 2025. 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 PA 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.

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 weekly hours must include at least one desk shift (4-hour shifts), nightly programming shift (4-hour shifts), on-duty overnight shift (8 hours), Afternoon Workshop shift (2-hour shift), and Weekend Excursion shift (36-hour shift)

Must be on-campus for Weekly Mandatory staff meetings. 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 July 4<sup>th</sup>.

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 mandatory during employment dates. Due to the nature of the BCE Program and Protection of Minors guidelines, PAs must stay in the residence hall every night 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/university students 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.