OVERVIEW
The Dean of Students Office proudly hires a student employee team that works towards the mission to help enhance the character, quality, and perspective of all BU students. As the welcoming unit for the George Sherman Union, they promote community within their building and across the larger BU campus between students, faculty, staff, and families. The DOS student employees also support full-time administration within the Dean of Students Office while building their communication and professional skills.

RESPONSIBILITIES
- Understand, effectively communicate and model the expectations of the Dean of Students team
- Serve as liaisons between departments (e.g. Facilities, Orientation, Events and Conferences, etc.) and the DOS team to improve the GSU community
- Support visitors, students and families in our offices, and effectively troubleshoot issues that may arise
- Support the daily activities of the Dean of Students offices (e.g. mail, answering phones, special projects)
- Support Division of Student Life events including Orientation and Friends and Family Weekend
- Continuously communicate successes, challenges, and actionable solutions to DOS leadership

DATES OF EMPLOYMENT
Summer 2019: May 20 - September 1, 2019

As condition of employment and benefit for the University, Program and Operations Assistants will be provided housing from Monday, May 20 - Sunday, August 25, 2019. Staff must remain in good academic, judicial, and financial standing with Boston University to receive this benefit.

HOURS OF OPERATION
Students wishing to work on the DOS staff should have availability within the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday through Wednesday</td>
<td>8 a.m. until 7 p.m.</td>
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<tr>
<td>Thursday</td>
<td>8 a.m. until 11 p.m.</td>
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<tr>
<td>Friday</td>
<td>8 a.m. until 6 p.m.</td>
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<tr>
<td>Saturday and Sunday</td>
<td>closed</td>
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</tbody>
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SUMMER TRAINING SESSIONS
Between May 13-19, 2019 (specific date TBD) DOS-only Staff Training
May 20 - 24, 2019 Summer Training, Week 1
May 27 - 31, 2019 Summer Training, Week 2

COMPENSATION
Training and Starting Rate... $11.25 per hour
Earnings are subject to federal and Massachusetts state income taxes.
Work Study is preferred, but not required for this position.

Any questions about this position may be directed to Jennifer Jaroslavsky and Jordanne Miller, the DOS Graduate Assistants, either by email at dosgradassistant@gmail.com or by phone at 617-353-4126.