

Boston University School of Education
Boston University Division of Student Affairs

Graduate Assistantships in Student Affairs

~ Graduate Assistant for Off-Campus Services at Judicial Affairs~

Description of Placement Setting

[Off-Campus Services](#) provides resources to assist Boston University students, faculty, staff, and alumni with locating accommodations in the greater Boston area. Through its online service, Off-Campus Services maintains updated listings of available apartments and sublets as well as information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, and considerations before signing a lease. Located on the third floor of 19 Deerfield Street, Off-Campus Services also offers an annual information fair featuring over two dozen realtors and rental agencies as well as educational programs which overview the rental market for students new to Boston.

Requirements

- Enrollment in a Masters-level program of the BU School of Education
- 15 hours per week of supervised fieldwork for 2 semesters as an intern with Off-Campus Services
- Enrollment in a weekly field placement seminar (SED AP 801)
- Commitment to exploring the administration of Off-Campus Services and BU as a whole

Benefits

- 4 credits
- Opportunity to learn about higher education administration in general and student affairs in particular through experience and discussion with knowledgeable mentors
- Opportunity to work in a cohort with other committed masters students

Responsibilities

1. Assist the supervisor in maintaining and developing the Off-Campus Services' website and online listings
2. Provide assistance to the BU community in locating a variety of off-campus accommodations, from sublets to apartments. Respond to phone, e-mail, and walk-in inquiries
3. Provide assistance to prospective listers (e.g., realtors and landlords).
4. Plan and execute the annual Off-Campus Housing Fair, typically held in early February
5. Maintain statistical records evaluating use of the OCS website and general inquiries.
6. Attend monthly meetings of the Boston Area Off-Campus Housing Coalition, typically held at Suffolk University. Representatives include: local colleges and universities, neighborhood associations, City of Boston Inspectional Services Department, Boston Police, and Brookline Police
7. Meet with staff at other Boston-area schools and colleges to assess and compare their off-campus housing services with those offered at BU
8. Create and facilitate educational programs covering various topics. Examples include: "beginning the apartment search," "maintaining a positive relationship with your landlord," "getting along with your roommates," and "what to know before you sign a lease"
9. Where appropriate, meet with students who have been recently separated from the University residences and provide guidance in locating off-campus housing
10. Assist supervisor with planning and presenting information sessions for transfer and incoming students (typically held during University Orientation)
11. Other duties as assigned