

Boston University Residence Life Summer 2023

This summer Residence Life will support about 2,500 students housed in University residences from the day after Commencement to the start of the fall term in August. Though our numbers are smaller than the academic year, summer resident assistants (RA), graduate resident assistants (GRA), and professional staff members are an essential part in assisting students with their academic, personal, and residential needs. The RA and GRA (G/RA) roles and responsibilities remain the same throughout the summer programs, and those hired to fulfill the G/RA responsibilities will be expected to uphold them to the same degree as if it was the academic year.

The following information is designed to give you an overview of the summer programs BU will host on-campus this summer, as well as the campus locations, program dates, G/RA staffing information, position responsibilities, accommodations, and application deadlines. The goal of this document is to provide you with what you need to know to make the best decision when applying for and then accepting a summer G/RA position.

Important Information for Applicants

Thank you for your interest in a Summer G/RA position with Boston University Residence Life. Summer G/RA applicants should understand that summer programs may be as intensive as academic year programs. G/RAs are expected to work approximately twenty (20) hours per week. G/RAs may register for classes and hold outside work commitments but must be available for evening and weekend on-call coverage, orientation, and training programs, as well as move-ins and move-outs which could include weekdays, weekends, and holidays. If hired, you will be required to provide support services to your residents within the following areas of accountability: assisting students, developing a community, policy enforcement, administrative responsibilities, and teamwork. Summer G/RAs will be required to meet performance standards identical to those upheld during the academic year.

- G/RA positions will be available on South Campus, Bay State Road, Myles Standish Hall, 33 Harry Agganis Way, West Campus, and Warren Towers.
- The Summer G/RA selection process is competitive and allows for consideration for employment to current Boston University G/RAs as well as those individuals who are not currently serving as a G/RA at Boston University. Priority will be given to current, returning, and newly hired G/RAs.
- Successful candidates must be able to serve throughout the entire term of their summer employment.
- If at any time during the summer, a Resident Assistant has not been assigned residents, they will be asked to perform other duties to fulfill their 20 hours per week of work.
- As summer is a time where building renovations are performed, summer G/RAs may be required to move belongings to temporary units (with little notice) as required to accommodate renovation or maintenance projects.

- Please know that you must move all your personal belongings with you to your summer assignments(s); you may not store belongings in your academic year assignment or in your academic year residence hall, office, or any University storage locations.
- Residence Life reserves the right to reassign staff to alternate units, if deemed necessary.
- G/RAs who break their summer G/RA contract and resign their positions after April 28, 2023, will not be permitted to continue as a GRA or RA for the 2023/2024 academic year.

APPLICATION DEADLINE: Wednesday, March 22, 2023, at 11:59PM.

Please submit your application:

[Summer 2023 G/RA Application](#)

Decision letters will be emailed to all candidates in early April.

Should there be a need for additional staffing, the summer G/RA selection committee may re-open the application after the March 22nd deadline. Applications received after March 22, 2023, will be considered only after initial summer G/RA job offers are made. Questions regarding the summer G/RA application process should be directed to Residence Life at 617-353-4380 or reslife@bu.edu.

Summer Program Residence Locations

South Campus, East Campus & Upper Commonwealth Avenue

Summer Programs are located out of multiple campus office locations and house students for various lengths of times and reasons. Program operations run from the day after Commencement, Monday, May 22, 2023, through mid-late August. G/RA MOUs, depending upon whether you are returning to staff for the 2023/2024 academic year, are inclusive of those dates. Those who are not returning to the G/RA staff for 2023/2024 will have MOUs that end on Wednesday, August 9, 2023, at 11:59PM.

South Campus residences host students (some of which are non-BU students) who are working at BU, taking summer classes, are part of special CELOP and/or academic program groups, and doing internships. All G/RAs will be expected to participate in smaller openings and closings in addition to the Summer 1, Summer 2, and August 28 transition date.

East Campus consists of Myles Standish Hall and some Bay State Road brownstones. Like South Campus, East Campus hosts students taking courses at BU, doing internships, working at BU or in the community. BU's CELOP has multiple-week class sessions ranging from 12-week to three, 4-week sessions, all of which are housed in East Campus. Due to the many start and end dates to these programs, East Campus G/RAs will be expected to participate in several openings and closings in addition to the Summer 1, Summer 2 and August 28 transition date. Housing units for students and G/RA staff are primarily located in dormitory-style residences, and therefore, will also have a meal plan.

The staff in East Campus will also work collaboratively with the year-round RAs in the Harriet E. Richards House and Fisk House.

33 Harry Agganis Way will house both BU students and non-BU students in their academic, internship, or employment initiatives throughout the summer. Resident students will be assigned to multiple-occupancy apartments or suites, and G/RA staff members will be assigned to single-occupancy apartments. The RA staff member numbers are small in this residence, so G/RAs will be on-call frequently and will also be expected to participate in several openings and closings in addition to the Summer 1, Summer 2, and August 28 transition date.

Warren Towers Pre-College Programs

Warren Towers, 700 Commonwealth Avenue, is the host site for all pre-college programs sponsored by several academic departments at Boston University. Pre-college students range in age from 13-18 and are assigned by group to specific floors within Warren Towers so that they build relationships with their peers, share similar academic and team building experiences, and can be monitored by academic program managers. The pre-college students attend classes during the day and must return to the residence for a daily curfew.

Those who are hired to serve as Pre-college G/RAs will be serving in multiple capacities throughout the summer months. G/RAs in this summer program support students in their non-academic needs and services, and work to ensure that a collaboration is consistently made between program staff and themselves. Warren Towers G/RAs will also provide support services to student employees during their temporary stay at Warren Towers prior to moving to their South Campus summer accommodations.

Orientation Resident Assistants

Boston University invites over 5,000 students to participate in its highly anticipated Summer Orientation program. A dedicated team of Resident Assistants will be on hand to provide guidance and support throughout the event and will be available around the clock to ensure a smooth and enjoyable experience for all participants. During the evenings of the orientation, the RAs will lead engaging programming sessions designed to foster a sense of community and provide an opportunity for students to get to know each other and the city. The Summer Orientation program will take place over four sessions, from June 7th to June 30th, offering a unique opportunity for students to make meaningful connections and kick off their college journey on the right foot.

Join the dynamic Orientation RA team and help shape the future of university life for incoming students! As a member of this team, you'll have the unique opportunity to create a welcoming and supportive environment for the next generation of university residents.

- Your responsibilities will include completing essential tasks to ensure the readiness of Rich Hall for incoming students, such as creating eye-catching bulletin boards, crafting welcoming door tags, and other tasks to provide a memorable first impression of residential life.
- In collaboration with the Residence Hall Director of Rich Hall, you'll also have the chance to showcase your creativity and host engaging community building events during Summer Orientation sessions. Your goal is to educate, entertain, and engage new students, giving them a taste of what it's like to live on campus and introducing them to the important role of RAs as resources and support systems.
- You'll be required to be on-campus from 9:00 AM to 7:00 PM on Tuesdays, Wednesdays, and Thursdays of Orientation sessions, and serve on call in Rich Hall on Tuesday, Wednesday, and Thursday nights. During on-call shifts, you'll have

office hours from 7:00 PM to 12:00 AM and must remain in Rich Hall until 9:00 AM the following business day.

- Representing Residence Life at the University Expo on Thursday mornings of Orientation programs, you'll have the chance to connect with new students and answer any questions they may have about life on campus. Finally, you'll complete a round of Rich Hall on Friday afternoons to ensure that all students have safely checked out.

This is a fantastic opportunity to work with the Orientation leaders and program staff, reporting directly to the Residence Hall Director of Rich Hall and indirectly to the Associate Director for Student and Staff Development. Housing for this position is located in West Campus, and staff will receive a dining plan. Preference for hiring will be given to experienced RAs and those who have previously worked with the Orientation program. So, if you're a motivated and enthusiastic individual ready to help create the best possible university experience for incoming students, this is the opportunity you've been waiting for!

Graduate Resident Assistants

Boston University students recognized graduate students (current, rising, or graduating) may serve as a summer Graduate Resident Assistant. Graduate Resident Assistants (GRAs), in conjunction with their summer director, assist with the supervision, training, and evaluation of summer RA staff, as well as support the management and operations of their assigned neighborhood, and serve in a campus-wide on-call rotation. GRAs *may* have resident responsibilities depending upon the neighborhood to which they are assigned. In general, summer GRA tasks involve the following:

- Attend and assist in the mandatory summer G/RA orientation meeting on Wednesday, April 12, 2023, from 7:00PM – 9:00PM.
- Attend and assist in facilitating the summer RA training sessions:
 - Wednesday, May 17, 2023, from 9:00AM-noon, GRA program-wide training.
 - Wednesday, May 17, 2023, from 1:30PM-5:00PM, attend and assist in facilitating RA training in your assigned building or neighborhood.
- Coordinate the RA on-call schedule for your assigned RA staff.
- Fulfill the Senior Staff on-call responsibilities with the other GRAs across campus.
- Facilitate Wednesday evening staff meetings when assigned.
- Assist with coordinating and managing opening and closing activities for assigned buildings.
- Facilitate judicial meetings, roommate conflicts, or student support when needed.
- Complete other administrative duties or responsibilities as assigned by hall/area director.
- Returning GRAs will assist during the “bridge housing” period from August 9-August 28, 2023.
- Non-returning GRAs must vacate their assignments by 11:59PM on Friday, August 11, 2023.

Remuneration for the summer GRA position differs according to the assigned neighborhood. Typically, those assigned to work in South Campus or 33 Harry Agganis Way will be assigned to an apartment unit and are responsible for purchasing their own food. Those in Myles Standish Hall, Warren Towers or Bay State Road brownstones, will likely have a dormitory-style unit with a dining plan. (Assignments differ by year depending upon building and room use.)

General G/RA Responsibilities for All Programs

- Prepare floor/house for opening (bulletin boards, checking rooms, etc.).
- Facilitate community conversations as required by supervisors.
- Attend at least two individual meetings with the director and GRA, or as required.
 - Complete administrative paperwork (weekly logs, incident reports, maintenance requests, etc.).
- Fulfill summer neighborhood on-call responsibilities as assigned.
- Assist with building/neighborhood openings and closings as scheduled or as needed.
- Participate in Wednesday evening staff meetings 7:00PM-11:00PM.
- G/RAs must reside in their University assigned residence for the summer programs and must seek approval from their supervisor if they will be away from campus for longer than 24 hours.
 - G/RAs are allowed two weeks of vacation days and must be requested in advance. The two weeks may not be taken in succession. **All vacation days must be taken by Tuesday, August 1, 2023.**
- RAs who do not have residents assigned to their floor/house will be expected to complete alternate work as assigned by their supervisor, assistant director, or other Residence Life leader.
- G/RA assignments are made by the supervising director(s) and assistant director in the neighborhood based upon community need. RAs in some locations may be temporarily housed in alternate locations while maintenance work is completed in their buildings.

Important Summer 2023 Dates & Information

To be eligible to serve as a summer G/RA, you must be able to fulfill the following requirements:

- Submit your application by 11:59PM on Wednesday, March 22, 2023.
- Attend the mandatory Summer G/RA orientation meeting on Wednesday, April 12, 2023, at 7:00PM.
- Complete the appropriate Summer G/RA hiring paperwork by the assigned dates.
- Attend the mandatory G/RA Training sessions on Wednesday, May 17, 2023:
 - GRAs, 9:00AM – 12:00PM Location TBD
 - New RAs, 9:00AM – 12:00PM Location TBD

- All Summer G/RAs – 1:30PM – 5:00PM in your assigned neighborhood
- Serve in the RA on-call rotation in your neighborhood from 5:00PM – 9:00AM, Monday through Thursday, and Friday, Saturday, Sunday, and holidays (Juneteenth & 4th of July) from 9:00AM – 9:00AM the next day as assigned.
- Assist with building/program openings and closings, which may take place on weekends and holidays.
- **Non-returning** RAs must vacate their assignments by 11:59PM on Friday, August 11, 2023. More information will be available at the April 12th summer orientation meeting.
- **Returning** G/RAs serving in 2023/2024 positions will be asked to assist with summer closing and fall opening. More information will be available at the April 12th summer orientation meeting.