

Boston University, Summer Term Pre-College Office

Overnight On-Call Coordinator

Part-time, temporary position in the Boston University Summer Term office. Provides on-call coverage Monday through Sunday from 5pm to 9am. Assists residential staff by fielding questions about urgent, emergency, or crisis concerns. Provides advice on how to manage situations, with knowledge about program policies and campus resources, and escalates to senior management as needed. Communicates with residential staff, Summer Term staff, and/or parents/guardians as needed about student incidents and disciplinary concerns. This is a temporary position with on call duties from June 14 - August 8. Approximately 10 hours of hybrid training during the M-F 9-5 hours during the weeks of June 3 and June 10 is required.

Qualifications: BA/BS required. Must be highly organized, be comfortable making decisions, and respond well to emergency situations. Previous experience in residence life, student affairs, education, or crisis management preferred.

Position runs from June 1 to August 8, 2026.

To apply please send a cover letter and resume to summerhs@bu.edu.