

Job Description

Head Resident Assistant (June 4, 2018 – August 14, 2018)

Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world's great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.

Students are housed in five dormitory-style residences including a turn-of-the-century mansion on a sixty-four acre campus within walking distance of Tanglewood, the summer home of the Boston Symphony Orchestra in Lenox, Massachusetts (130 miles west of Boston). The residences house up to 260 students and approximately 30 staff members. Other facilities include classrooms, practice sheds, a dining hall, recreational facilities, and a performance theater.

Responsibilities

(2 positions) Head Resident Assistants are responsible for the same areas as Resident Assistants, including serving to improve the educational and social life of students, leading a healthy residence community, acting as resources for the students, providing social opportunities for the community, enforcing institute policies, and assisting student needs. They communicate compassion and openness and are perceptive listeners in an effort to affect positive change and growth. In addition to the regular duties of an RA, Head Resident Assistants must also be a strong resource for the team of Resident Assistants. HRA's will also have regular shifts at the Student Life Office front desk, integrating their knowledge to help Student Life management better support students and staff alike. HRA's will also take part in the Manager on-call rotation, while having less shifts as an RA on-call. As a Manager On-call, HRA's will be responsible for managing crises and emergencies.

Head Resident Assistants must be prepared to:

- Communicate with supervisors and teammates regularly, discerning and conveying any issues as they arise
- Respond to emergencies
- Exercise initiative to handle situations, often autonomously
- Document and report incidents in a timely manner
- Perform detail-oriented tasks
- Perform operational tasks on campus (ex. Distributing mail)
- Participate in on-call rotations (as an RA on-call, or a Manager On-Call)

As members of the BUTI team, these positions are essential to helping bridge the academic focus of students to the aspects of healthy living in a community.

The nature of these positions calls for individuals who are willing to work flexible hours. Unless on scheduled time off, Head Resident Assistants are expected to be available each day and are required to be present with their residents during the hours students are curfewed (10:30 p.m. - 7 a.m. Sunday-Thursday, 11:30 p.m. - 7 a.m. Friday and Saturday).

Qualifications

- Senior class standing in college by September 2018 is required
- Previous live-in residence experience and Resident Assistant or summer camp experience
- Strong understanding of team participation
- Knowledge of office customer service, word processing, spreadsheet, and database software applications beneficial
- Possession of a valid driver's license and ability to drive a vehicle responsibly

Head Resident Assistants arrive on Monday, June 4, 2018 and may depart on Tuesday, August 14, 2018. After BUTI students arrive on June 17, staff members receive one day off each week, and two weeks will receive an additional day off.

All positions are enjoyable and educational but demanding in terms of the required time and energy a successful candidate must commit. The positions are live-in, and the time staff members function are often dictated by the necessities of the student community rather than by convenience.

Compensation includes weekly salary, living accommodations, daily breakfast/brunch, lunch and dinner, and a Tanglewood grounds pass.

Following the successful review of written applications, an interview process is required. Review of applications will begin in January 2018 and continue until all positions are filled. Interested applicants should submit an application before January 31. Applications after that date will be accepted as available positions allow. Please call 617.358.5177 or 617.353.3386 if you have any questions.

Boston University is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status or any other characteristic protected by law. Inquiries regarding this policy or its application should be addressed to the Executive Director of Equal Opportunity, Equal Opportunity Office, 19 Deerfield Street, Fl. 2, Boston, MA 02215, 617.353.9286.

Application Checklist

This checklist is provided to assist you in organizing your completed application materials before submitting your application packet.

Your completed application must include:

- Residence Life and Personal Information sections
- 2 References & contact information
- Biographical statement (no more than two double-spaced, typed pages)
- Un-official transcript
- Letter of recommendation (employer or supervisor) (2 pages)
- Letter of recommendation (Optional - faculty or academic dean) (2 pages)
- Resume

Please send your completed application materials to: buti01@bu.edu

If email is not available, you may send by mail or fax to:

Manager of Student Life
Boston University Tanglewood Institute
855 Commonwealth Avenue, 2nd Floor
Boston, MA 02215

(f) 617.353.7455

Only completed applications will be considered

Application for BUTI Residence Life Positions

Type or neatly print all responses.

PART I: Personal Data

Expected completion of current degree requirements (month) _____ (year) _____

Have you ever lived in a college/university...

residence yes no length of time _____

student cooperative house yes no length of time _____

fraternity/sorority house yes no length of time _____

Please list previous residences at any college or university:

Institution	Residence address	Dates of residence	Residence Director
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you previously applied for a resident assistant or other position at Boston University Tanglewood Institute? yes no

If yes, please indicate the year(s) _____

Have you ever held a position at Boston University Tanglewood Institute? yes no

If yes, please indicate the year(s) and position(s) _____

Are you a BUTI alum? yes no

If yes, what year(s) and program(s) did you attend? _____

Have you ever been a resident assistant (other than at Boston University Tanglewood Institute) or summer camp counselor? yes no

If yes, list year(s) and college/university or camp name and location _____

Have you had office, publication, or event planning experience? yes no

If yes, please briefly explain: _____

How do you spend your leisure time (hobbies, activities, etc.)? _____

Do you possess a valid U.S. driver's license? yes no State of issue: _____

How did you hear of the summer employment opportunities with BUTI? _____

PART II: Letters of Recommendation

Only one letter of recommendation from a current or former employer is required for your application to be considered. However, a second letter of recommendation from a faculty member or academic dean may be submitted as well:

- the first must be from a current or former employer or supervisor. (If you are currently a member of a residence life staff, it is preferred this recommendation be completed by your supervisor if you are applying for a resident assistant position.)
- the second may be from a faculty member or the academic dean of your undergraduate or current institution. (*optional*)

Please list each person submitting a recommendation on your behalf:

1. Current or former employer or supervisor _____
last first

Title _____ Telephone number (_____) _____
area code number

Current mailing address _____
no. & street city state zip

E-mail address _____

2. Faculty member/Academic dean (optional) _____
last first

Title _____ Telephone number (_____) _____
area code number

Current mailing address _____
no. & street city state zip

E-mail address _____

Do we have permission to contact the listed references? yes no

PART III: Resume and Personal Statement

a) You must include a copy of your resume with the application.

b) We want a clear picture of who you are, and why you would like to be part of our Residence Life Staff. The biographical statement is not meant to be your autobiography. Instead, the statement should briefly describe your important experiences, interests, and abilities that relate to your potential as a member of the Residence Life Staff. As a guideline, your biographical statement should cover two points:

- (1) your personal background, and
- (2) your evaluation of yourself in regard to the position for which you are applying.

Your personal background could include a description of significant life experiences in the development of your value and/or belief system. You may concentrate on experiences with certain individuals, your family, or certain groups. You could also mention any community or volunteer activities that have shaped your ideals as well.

Your personal evaluation of yourself should describe why you think you would excel in the environment at BUTI. What leads you to believe that you will be effective based on the position description and what you know about the program? What do you believe are core strengths and responsibilities of an exceptional team member? Why do you want to be part of the BUTI residential life staff? What are your hopes and expectations for a summer in Lenox, Massachusetts? Describe your particular strengths and weaknesses that will have an impact on your success.

The statement should be no more than two double-spaced, typed pages.

PART IV: Unofficial Transcript

Please submit a copy of your unofficial transcript as a part of your application.

This is to certify that the information contributed herein is true, accurate, and my own. I understand that incomplete or false information may subject me to disqualification from being considered for a position on the Residence Life Staff. I have read the pertinent job description and understand the responsibilities of the position(s) for which I am applying. If selected, I will accept and carry out these duties and responsibilities and will serve for the entire length of the Boston University Tanglewood Institute Summer 2017 Program.

Signature of applicant

Date

Be sure to make a copy of your completed application for your personal records.

LETTER OF RECOMMENDATION
from Current or Former Employer or Supervisor

Name of applicant _____

1974 Family Educational Rights and Privacy Act

To the applicant: This recommendation form will become part of your application file. It will be used only for the purposes specifically intended. You will be accorded access to its contents unless you voluntarily waive your right to access. Please check one of the boxes, sign, and date the statement below.

I have read the information above and hereby waive do not waive my right of access to this document.

Signature _____ Date _____

To the recommender: The person named above is applying for the position of resident assistant at the Boston University Tanglewood Institute. Resident assistants serve an important role in the educational and social life of students. We are looking for applicants whose own educational experiences are a stimulating and important part of their lives; who can share these interests and their enthusiasm while also acting as a resource and a role model for students. Resident assistants also need to be capable of good judgment while taking a flexible, creative, and personal approach to problem solving. Resident assistants are selected for their intellectual and interpersonal skills, their leadership capabilities, their concern for students, and their willingness to meet the challenges and expectations of the position.

Thank you for your assistance. If you have any additional questions, please email buti02@bu.edu. Please return this form and any attachments to:

Manager of Student Life, BUTI, 855 Commonwealth Avenue, 2nd Floor, Boston, MA 02215. buti01@bu.edu (email preferred)

1. How do you know or have you known the applicant? (Check all that apply.)

- as a student in a large lecture course
- as a student in a small class
- as a student engaged in research or independent study under my direction
- as my advisee
- as a student in a campus leadership role (describe) _____

- as an individual in a community leadership role (describe) _____

- as an employee (describe) _____
- other (describe) _____

2. How long have you known the applicant? _____

PLEASE COMPLETE THE SECOND PAGE OF THIS RECOMMENDATION

3. Please summarize your evaluation by rating the applicant in the following areas. (“Exceptional” should indicate that the applicant is comparable to the best student that you have known. “Good” should indicate a positive recommendation with no reservations.)

Attribute	Exceptional	Good	Average	Fair	Poor	No basis for evaluation
a. Maturity and emotional stability						
b. Understanding of self						
c. Sensitivity to others’ needs						
d. Quality of relationships with people						
e. Ability to respect and work with differences such as race, class, culture, and ethnicity.						
f. Ability to initiate and follow through						
g. Ability to do administrative tasks						
h. Willingness to accept directives and supervision						
i. Ability to express ideas orally						
j. Ability to express ideas in writing						
k. Ability to exercise good judgment						
l. Reliability/dependability						
m. Creativity/innovativeness						
n. Locating and using resources						
o. Working as a team member						
p. Problem solving						
q. Establishing a sense of trust						

4. On a separate document, could you please indicate additional specific observations or comments that will assist us in our review of the candidate’s application. Also, in consideration of the fact that Resident Assistants will be responsible for the daily care and oversight of minors, please provide your experience of the applicant’s weaknesses and strengths. Do you have any reservations in your recommendation?

5. Summary/Evaluation

- I do not recommend this applicant for a position as a resident assistant.
- I recommend this applicant with reservations that I have discussed above.
- I recommend this applicant for a position as a resident assistant.
- I strongly recommend this applicant for a position as a resident assistant.

Recommender’s name _____ Title _____

College/University _____ Telephone number _____

Address _____

E-mail address _____

Signature _____ Date _____

LETTER OF RECOMMENDATION

from Faculty Member or Academic Dean (optional)

Name of applicant _____

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To the applicant: This recommendation form will become part of your application file. It will be used only for the purposes specifically intended. You will be accorded access to its contents unless you voluntarily waive your right to access. Please check one of the boxes, sign, and date the statement below.

I have read the information above and hereby waive do not waive my right of access to this document.

Signature _____ Date _____

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- as an individual in a community leadership role (describe) _____

- as an employee (describe) _____
- other (describe) _____

2. How long have you known the applicant? _____

PLEASE COMPLETE THE SECOND PAGE OF THIS RECOMMENDATION

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Attribute	Exceptional	Good	Average	Fair	Poor	No basis for evaluation
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5. Summary/Evaluation

- I do not recommend this applicant for a position as a resident assistant.
- I recommend this applicant with reservations that I have discussed above.
- I recommend this applicant for a position as a resident assistant.
- I strongly recommend this applicant for a position as a resident assistant.

Recommender’s name _____ Title _____

Business Name _____ Telephone number _____

Address _____

E-mail address _____

Signature _____ Date _____