

*Job Description*

**Head Resident Assistant (June 3, 2019 - August 13, 2019)**

**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**

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 fewer 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 2019 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 3, 2019 and may depart on Tuesday, August 13, 2019. After BUTI students arrive on June 16, 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 2019 and continue until all positions are filled.

**Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required, as are the supporting documents outlined in the downloadable form.**

*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.*