

## Job Description

### **Security Assistant** (June 12, 2019 – August 11, 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**

- Remain alert to surroundings at all times
- Monitor access of residents, guests, and staff personnel to the residences and buildings on campus
- Enforce the Guest and other University policies when necessary
- Notify the proper authorities in an emergency
- Maintain general log of events, and communicate any incidents in concise and accurate Incident Report
- Patrol the campus at night taking note of any suspicious activity
- Provide Student Life Office front desk coverage overnight
- Understand all Rules and Regulations of West Street Campus
- Work with the BUTI Student Life Staff to sustain a healthy and safe environment
- Additional tasks, as assigned

The nature of this position relies on individuals who are willing to work overnight hours. Following an on-campus training, this position will work 4 or 5 days per week during the overnight hours of 10pm – 7am, and will have two days scheduled off per week.

### **Qualifications**

Ability to respond autonomously to address Boston University's concerns for safety and security. Solid communication skills, both written and verbal, are essential. Must be in good physical condition and able to walk several miles per night. Appearance must be professional, neat, and adhere to uniform requirements. A teamwork approach to the position is necessary. Ability to successfully pass a background check.

The position is enjoyable but demanding in terms of the required time and energy a successful candidate must commit. Compensation includes competitive pay, living accommodations, meals on campus, and a Tanglewood Grounds Pass. The period of employment for live-in Security Assistants is from approximately Wednesday, June 12, 2019 through Sunday, August 11, 2019.

**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.**

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