

Job Description

SCHEDULING AND ACADEMIC SERVICES COORDINATOR

(9 Weeks, June 9–August 10)

The preferred candidate for this position is able to multitask and balance competing priorities with minimal supervision. S/he is exceptionally detail-oriented and organized, has strong written and verbal communication skills, is able to interface with students, faculty, and staff at all levels, and exudes professionalism in all interactions and correspondence. This position works closely with the Program Manager on a variety of production initiatives, and provides administrative support to the BUTI Program Director and Executive Director. Candidates with a valid US driver's license are preferred.

- Oversee academic office operations and serve as the main point of contact for the office
- Greet individuals, answer phones, and respond to email messages on a daily basis; maintain office supplies inventory
- Provide administrative support to Senior Leadership
- Manage facilities scheduling requests; generate, post, and update program schedules as directed
- Liaise with Student Life Office and various faculty and staff across multiple programs
- Liaise with the student body regarding academic issues and questions
- Provide support for special projects and development initiatives, including producing itineraries, greeting guests, and managing logistics
- Manage day-to-day needs of campus, including equipment checkouts, schedule posting, and facilities information
- Manage instrument repairs (prior experience is not required)
- Act as visiting/guest artist liaison and point person, and assist with guest artist/vendor payments
- Work registration days and concert days, as assigned
- Manage international student check-in
- Other responsibilities as assigned

Compensation includes contracted salary, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required.