

Job Description

Student Community Coordinator

(10 Weeks, June 15-August 21, 2024)

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

Student Community Coordinators (SCC) are responsible for the same areas as Student Community Leaders (SCL), 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 SCL, Student Community Coordinators must also be a strong resource for the team of Student Community Leaders. SCCs 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. SCCs will also take part in the Manager on-call rotation, while having fewer shifts as an SCL on-call. As a Manager On-call, SCCs will be responsible for managing crises and emergencies.

Student Community Coordinators 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 SCL 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, Student Community Coordinators 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 2024 is required
- Previous live-in residence experience and/or summer camp leadership 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

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.

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, as are the supporting documents outlined in the downloadable form.

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