

*Job Description*

## **Assistant Manager of Student Life**

(10 Weeks, June 12-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.

### **Responsibilities**

The Assistant Manager of Student Life is responsible for coordinating student housing assignments and maintaining the student judicial system to support Boston University community values.

This position is directly supervised by the Manager of Student Life and plays a key leadership role to Student Life staff. This position works closely with Student Community Leaders, members of the academic and support services staffs, and interacts extensively with students to support the student experience at BUTI.

#### Student Housing and Student Information

- Maintains student files and forms
- Oversees student room assignments
- Manages key inventories for dormitories
- Manages student campus welcome packets

#### Student Judicial Affairs

- Trains staff on student judicial process
- Ensures clarity of policies and consistent enforcement
- Monitors collection of incident reports and coordinates all necessary follow-up with students
- Works with students in violation of policies, issuing disciplinary sanctions when necessary
- Communicates with students' parents and program faculty when necessary
- Provides weekly report summarizing activity

#### Community and Student Life Support

- Provides positive guidance and support to Student Community Leaders and Student Community Coordinator.
- Supports campus community-building events
- Ensures positive workflow in the office environment

#### Additional

Responsibilities include attending weekly staff meetings, representing West Street Campus at BUTI events, and developing positive relationships within the BUTI and Lenox communities. Additional tasks may arise as the needs of the program dictate. A pro-active attitude and willingness to take initiative are necessary. The SHM is expected to maintain and communicate transparent office hours.

Prior to the June-August timeframe, the Assistant Manager of Student Life is responsible for becoming familiar with procedures and the responsibilities of other Student Life Staff team members as well as Rules & Regulations of the campus.

### **Qualifications**

Undergraduate degree in a related field preferred. Experience in a residential life environment is essential. Strong and professional communication skills required. Knowledge of word processing, spreadsheet, and database software applications is helpful. Attention to details and procedures necessary.

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 (summer only), and the hours staff members work 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](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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