Boston University Tanglewood Institute

Job Description

Assistant Director of Student Life

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

Responsible for leading all aspects of student and West Street Campus life. Reports to the Manager of Operations and directly supervises fourteen Resident Assistants (RA’s). Works closely with other operations managers and interacts extensively with students. Primary responsibilities include RA recruitment and training, supervising and evaluating the RA staff; creating and monitoring RA work schedules; participating in the student judicial system when necessary; participating in the Management On-Call rotation; providing coverage and standing in as Acting Manager of Operations when necessary.

Recruiting, Training, and Managing RA

With the assistance of the Operations Management Team and overseen by the MO, the Assistant Director of Student Life coordinates sessions during a 1.5-week staff training program. As a supervisor, the Assistant Director monitors job performance of Resident Assistants and conducts weekly one-on-one meetings. S/he creates the desk and on-call shift schedule for the RA staff and holds RAs accountable for their work. This position monitors RA progress on assigned special projects by providing guidance in developing timelines and ensuring that deadlines are met. The Assistant Director chairs weekly resident assistant staff meetings. S/he reviews weekly RA reports and in turn, submits a weekly synopsis report to the MO. The Assistant Director oversees the student life programming schedule and calendar of social events. S/he helps oversee student move-in and move-out weekends by creating work schedules, organizing registration stations, and assisting paperwork collection. S/he coordinates regular team building and staff appreciation activities throughout the summer.

Prior to residency in Lenox, the Assistant Director of Student Life is must become familiar with the operations of the program and the responsibilities of the Residence Life staff; h/she will lead RA recruitment and selection process.

Judicial System & On-Call Work

In the absence of the Student Resources Manager, the Assistant Director oversees and participates in the student judicial system by meeting with students who are involved in policy violations and by carrying out any daily, necessary administration. S/he participates in the campus Management On-Call duty rotation, taking the lead in problematic situations and relaying any information necessary to the Manager of Operations. The Assistant Director is the primary role model for the RA staff in work and in behavior. As a senior student affairs position, the Assistant Director guides the RAs in dealing with minor student issues, while collaborating with the MO and other full-time BUTI staff and Health Services to manage more serious problems that may arise.

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. A pro-active attitude and willingness to take initiative are necessary. A final report on the summer’s successes and needs for improvement is required prior to the job’s end.
Qualifications
Senior class standing in college by September 2016 is required for the position; graduate level students are encouraged to apply. Live-in residence experience and Resident Assistant or summer camp experience preferred. Knowledge of word processing, spreadsheet, and database software applications is helpful. Teamwork experience is essential. Possession of a valid driver’s license is 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 hourly wages (Spring) and a weekly salary (Summer). During the summer, living accommodations, daily breakfast/brunch, lunch and dinner, local telephone service only, and a Tanglewood grounds pass are provided. As part of training, staff members receive certification from the American Heart Association in Standard First Aid and Adult CPR/AED. The summer period of the position begins Thursday, June 2, 2016 and ends Thursday, August 18, 2016. After the students arrive on June 19, staff members receive one day off each week and are expected to maintain transparent office hours. They will also receive two periods of two consecutive days off, which may or may not be weekend days.

This position is open immediately. Please submit a cover letter and resume to Mike Westberry, Manager of Operations, at mfwestbe@bu.edu. Please call 617.358.5177 if you have any questions.

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