Boston University Tanglewood Institute

Job Description

Resident Assistant

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

(14 positions) Resident Assistants serve an important role in the educational and social life of students. They are responsible for leading a healthy residence community, acting as resources for the students, providing social opportunities for the community, performing administrative tasks, enforcing institute policies, and assisting student needs. Resident Assistants are expected to know and work with all students in their area of responsibility and to be available and accessible to provide support and assistance on a variety of issues. They communicate compassion and openness and are perceptive listeners in an effort to affect positive change and growth. As staff members with whom students will have extensive daily contact, Resident Assistants assess the needs of the student community and design, develop, and implement extracurricular programs and activities to meet these needs. Very importantly, they inform students of and enforce rules and regulations.

Resident Assistants are the “eyes and ears” in the residences, on the campus, and in the surrounding community. They must exercise initiative, take action to handle situations as they arise, and communicate observations and concerns promptly to the management staff. Examples include monitoring facilities for maintenance and custodial problems, recognizing potentially harmful student behaviors, and identifying schedule conflicts. Resident Assistants also take shifts in the student life office and must be able to compile reports, conduct inventories, and complete other administrative tasks and projects such as answering telephones and sorting mail. They must be willing to “roll up their sleeves” and help with chores such as minor cleaning, changing a light bulb, taking out garbage or moving furniture. They also assist transportation for students to medical facilities for scheduled appointments and urgent care in addition to assisting with driving to off-campus lessons. Therefore, RAs must hold valid drivers licenses. While "on call," Resident Assistants are responsible for responding to urgent or emergency situations on campus in addition to less critical calls for assistance. The “on call” schedule includes day and night shifts 7 days a week. Resident Assistants primary shift coverage be assigned at start of the season, but will have training in all areas. Resident Assistants attend weekly student life staff meetings and individual meetings with their direct supervisor, the Assistant Director of Student Life as well as with the Manager of Operations to discuss job performance and progress. Prior to the arrival of students, Resident Assistants participate in a two-week staff training program.

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.

The nature of these positions calls for individuals who are willing to work flexible hours. Unless on scheduled time off, Resident Assistants are generally expected to be available for service each day and are required to be present in their residence during the hours students are curfewed (11 p.m.-7 a.m. Sunday-Thursday, midnight-7 a.m. Friday and Saturday).

Qualifications

Junior class standing in college by September 2016 is required for the Resident Assistant position. 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, 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, local telephone service only, and a Tanglewood grounds pass. As part of training, staff members receive certification from the American Heart Association in Standard First Aid and Adult CPR/AED. Resident Assistants arrive on Wednesday, June 8, 2016 and depart on Wednesday, August 17, 2016. After the students arrive on June 19, staff members receive one day off each week and are expected to be available on campus for service each day and night unless on scheduled time off. They will also receive two periods of two consecutive days off, which may or may not be weekend days.

Following the successful review of written applications, an in-person interview in Boston, Massachusetts is required. Review of applications will begin in December 2015 and continue until all positions are filled. Download application materials at http://www.bu.edu/cfa/tanglewood/employment/. Please call 617.358.5177 or 617.353.3386 if you have any questions.

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including housing, employment, admissions, financial assistance, educational and athletic programs. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality for all employees, applicants for employment and students. Because of this, the University will continue to take affirmative action to ensure that employees and students alike are treated equally during their employment and/or matriculation. Inquiries regarding the application of this policy should be addressed to the Assistant Vice President for Human Resources, Office of Equal Opportunity, 25 Buick Street, Boston, MA 02215, 617/353-4477.

**Application Checklist**

This checklist is provided to assist you in organizing your completed application materials before submitting your application packet.

Your completed application must include:

- Application for Employment at Boston University form (2 pages)
- Residence Life section (4 pages)
- Letter of recommendation (employer or supervisor) (2 pages)
- Letter of recommendation (Optional)(faculty or academic dean) (2 pages)
- Resume
- Biographical statement (no more than three double-spaced, typed pages)
- Unofficial transcript

Please send the completed application by mail, fax or email (a scanned copy) to:

Matt Corcoran, Assistant Manager of Student Life
Boston University Tanglewood Institute
855 Commonwealth Avenue, 2nd Floor
Boston, MA 02215

(p) 617.358.5177
(f) 617.353.7455
mattcorc@bu.edu

***Only completed applications will be considered***
Application for BUTI Residence Life Positions

Type or neatly print all responses.

PART I: Personal Data

Expected completion of current degree requirements (month) __________________________ (year) ______

Have you ever lived in a college/university...

- residence □ yes □ no length of time __________________________
- student cooperative house □ yes □ no length of time __________________________
- fraternity/sorority house □ yes □ no length of time __________________________

Please list previous residences at any college or university:

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<th>Institution</th>
<th>Residence address</th>
<th>Dates of residence</th>
<th>Residence Director</th>
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Have you previously applied for a resident assistant or other position at Boston University Tanglewood Institute? □ yes □ no

If yes, please indicate the year(s) ____________________________________________________________

Have you ever held a position at Boston University Tanglewood Institute? □ yes □ no

If yes, please indicate the year(s) and position(s) ________________________________________________

Are you a BUTI alum? □ yes □ no

If yes, what year(s) and program(s) did you attend? ________________________________________________

Have you ever been a resident assistant (other than at Boston University Tanglewood Institute) or summer camp counselor? □ yes □ no

If yes, list year(s) and college/university or camp name and location ________________________________

Have you had office, publication, or event planning experience? □ yes □ no

If yes, please circle the type of experience and briefly explain: _______________________________________

How do you spend your leisure time (hobbies, activities, etc.)? ____________________________________

Do you possess a valid U.S. driver’s license? □ yes □ no State of issue: __________________________

How did you hear of the summer employment opportunities with BUTI? ________________________________
PART II: Letters of Recommendation

Only one letter of recommendation from a current or former employer is required for your application to be considered. However, a second letter of recommendation from a faculty member or academic dean may be submitted as well:

- the first must be from a current or former employer or supervisor. (If you are currently a member of a residence life staff, it is preferred this recommendation be completed by your supervisor if you are applying for a resident assistant position.)
- the second may be from a faculty member or the academic dean of your undergraduate or current institution. (optional)

Please list each person submitting a recommendation on your behalf:

1. Current or former employer or supervisor ________________________________ last name first name
   Title ________________________________ Telephone number (____) ____________
   Current mailing address ________________________________
   E-mail address ________________________________

2. Faculty member/Academic dean ________________________________ last name first name
   Title ________________________________ Telephone number (____) ____________
   Current mailing address ________________________________
   E-mail address ________________________________

Do we have permission to contact the listed references? □ yes □ no
PART III: Resume and Personal Statement

a) You must include a copy of your resume with the application.

b) In order for us to obtain a clear picture of who you are and why you would like to be part of our Residence Life Staff, we are asking that you submit a biographical statement with your application.

The biographical statement is not meant to be your autobiography. The statement should briefly describe important experiences, interests, and abilities that relate to your potential as a member of the Residence Life Staff. As a guideline, your biographical statement should cover two points:

(1) your personal background, and
(2) your evaluation of yourself in regard to the position for which you are applying.

The aspects of your personal background should include a description of significant life experiences in the development of your value and belief system. You may want to concentrate on experiences with certain individuals, your family, or certain groups. You may want to mention any community, volunteer, or political activities that have shaped your ideals as well.

Your personal evaluation of yourself should describe why you think you would excel at the position. What leads you to believe that you will be effective based on the position description? What do you believe are core strengths and responsibilities of an exceptional team member? Why do you want to be part of the BUTI residential life staff? What are your hopes and expectations for a summer at Tanglewood? Describe your particular strengths and weaknesses that will have an impact on your success.

The biographical statement may be viewed as an expanded version of your resume. The statement should be no more than three double-spaced, typed pages.

PART IV: Unofficial Transcript

Please submit a copy of your unofficial transcript as a part of your application.

This is to certify that the information contributed herein is true, accurate, and my own. I understand that incomplete or false information may subject me to disqualification from being considered for a position on the Residence Life Staff. I have read the pertinent job description and understand the responsibilities of the position(s) for which I am applying. If selected, I will accept and carry out these duties and responsibilities and will serve for the entire length of the Boston University Tanglewood Institute Summer 2016 Program.

____________________________________  ______________________
Signature of applicant                                  Date

Be sure to make a copy of your completed application for your personal records.

You may check on the status of your letters of recommendation by contacting Matt Corcoran by phone at: 617.358.5177 or by email at: mattcorc@bu.edu.
Letter of Recommendation

From Current or Former Employer or Supervisor

Name of applicant __________________________________________

1974 Family Educational Rights and Privacy Act

To the applicant: This recommendation form will become part of your application file. It will be used only for the purposes specifically intended. You will be accorded access to its contents unless you voluntarily waive your right to access. Please check one of the boxes, sign, and date the statement below.

I have read the information above and hereby □ waive □ do not waive □ my right of access to this document.

Signature ____________________________________________ Date __________________________

To the recommender: The person named above is applying for the position of resident assistant at the Boston University Tanglewood Institute. Resident assistants serve an important role in the educational and social life of students. We are looking for applicants whose own educational experiences are a stimulating and important part of their lives; who can share these interests and their enthusiasm while also acting as a resource and a role model for students. Resident assistants also need to be capable of good judgment while taking a flexible, creative, and personal approach to problem solving. Resident assistants are selected for their intellectual and interpersonal skills, their leadership capabilities, their concern for students, and their willingness to meet the challenges and expectations of the position.

Thank you for your assistance. If you have any additional questions, please email Matt Corcoran. Please return this form and any attachments to:

Matt Corcoran, BUTI, 855 Commonwealth Avenue, 2nd Floor, Boston, MA 02215. mattcorc@bu.edu (email preferred)

1. How do you know or have you known the applicant? (Check all that apply.)
   □ as a student in a large lecture course
   □ as a student in a small class
   □ as a student engaged in research or independent study under my direction
   □ as my advisee
   □ as a student in a campus leadership role (describe) ____________________________________________
   □ as an individual in a community leadership role (describe) ________________________________
   □ as an employee (describe) ____________________________________________________________
   □ other (describe) _____________________________________________________________________

2. How long have you known the applicant? ________________________________________________

PLEASE COMPLETE THE SECOND PAGE OF THIS RECOMMENDATION
3. Please summarize your evaluation by rating the applicant in the following areas. ("Exceptional" should indicate that the applicant is comparable to the best student that you have known. "Good" should indicate a positive recommendation with no reservations.)

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4. On a separate piece of paper, could you please indicate additional specific observations or comments that will assist us in our review of the candidate’s application. Also, in consideration of the fact that Resident Assistants will be responsible for the daily care and oversight of minors, please provide your experience of the applicant’s weaknesses and strengths. Do you have any reservations in your recommendation?

5. Summary/Evaluation

☐ I do not recommend this applicant for a position as a resident assistant.
☐ I recommend this applicant with reservations that I have discussed above.
☐ I recommend this applicant for a position as a resident assistant.
☐ I strongly recommend this applicant for a position as a resident assistant.

Recommender’s name ___________________________ Title ___________________________
College/University ___________________________ Telephone number ___________________
Address ______________________________________ ____________________________________
E-mail address ________________________________
Signature ___________________________ Date ___________________________
Boston University Tanglewood Institute

LETTER OF RECOMMENDATION
from Faculty Member or Academic Dean (optional)

Name of applicant ________________________________

To the applicant: This recommendation form will become part of your application file. It will be used only for the purposes specifically intended. You will be accorded access to its contents unless you voluntarily waive your right to access. Please check one of the boxes, sign, and date the statement below.

I have read the information above and hereby □ waive □ do not waive □ my right of access to this document.

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Address _____________________________
E-mail address _____________________________
Signature ___________________________ Date ______________________