Job Description

**Student Life Office Manager**

**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 the day-to-day organization and administrative support of the West Street Campus student life office. Reports to the Manager of Operations, works closely with other members of the operational management team, resident assistants, members of academic, dining, transportation, security, health services, custodial staff, and vendors.
- Responds to student, faculty, staff and public inquiries and requests by phone, email and in-person. Maintains inventory of office supplies and recreation equipment and manages ordering new merchandise and any sales; maintains daily income ledgers and special event cash boxes, oversees distribution of staff and student mail, makes arrangements for mail forwarding and package pick-up and delivery; collects timesheets and submits payroll for some hourly employees, distributes payroll checks. Is the primary responsible party for setting up the office before the program begins and breaking down the office when the program ends. Produces weekly curfew and meal headcount sheets and managing permission to leave campus overnight requests and morning early leave agreements. Special administrative projects may be assigned as needed.
- Leads personnel in maintaining a clean and organized professional atmosphere. The Office Manager is responsible for both attending and planning certain sessions for student life staff training and attending staff meetings with academic and student life staff. Additional administrative projects and responsibilities may arise as dictated by the program and the needs of the campus.
- This position functions June 3, 2016–August 18, 2016. Once students arrive, there are two daily shifts Monday–Friday: morning shift 7:00am–2:00pm and afternoon shift 11:00am–6:00pm; each shift has a one hour break. Weekends will be scheduled as off time for this job, except for the opening and closing weekends: June 18–19, July 2–3, and August 13–14, which are full working days. Any additional projects assigned must be finished on time, and if necessary will require work outside of shift hours.
- This position is enjoyable and educational but demanding in terms of the required time and energy a successful candidate must commit.

Compensation includes weekly salary, living accommodations, daily breakfast/brunch, lunch and dinner, and a Tanglewood Lawn Pass. As part of training, staff members receive certification from the American Heart Association in Standard First Aid and Adult CPR/AED.

**To apply, please send a cover letter outlining your interest and qualifications along with a work resume to Mike Westberry, Manager of Operations at mfwestbe@bu.edu or you may drop off a hard copy of your materials in room 209 of the Boston University College of Fine Arts at 855 Commonwealth Ave., Boston, MA 02215.**

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