Boston University Tanglewood Institute

Job Description

Security 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:**

- **Overnight:** monitor access of residents, guests, and staff personnel to the residences on campus. Enforce the Guest and other University policies when necessary. Communicate all incidents and concerns in complete, concise, and accurate Incident Reports when appropriate, in addition to a general log of events. Remain alert to surroundings at all times. Patrol the campus at night taking note of any suspicious activity. Act as a front line representative of the University, providing information, direction and assistance to residents, guests and staff. When applicable, monitor the video displays for improper activities. Review the BUTI Lifebook and understand all Rules and Regulations of West Street Campus. Work with the BUTI Student Life Staff to sustain a healthy and safe environment.

  - The nature of this position relies on individuals who are willing to work overnight hours. Following an on-campus training, this position will work 35-40 hours/week during the overnight hours 10pm–7am weeknights and 11pm–7am weekends, and will have two days off/week.

**Qualifications**

- Possess understanding of the role and responsibilities of campus security for keeping in touch with and being responsive to Boston University’s concerns and needs for safety and security. Solid communication skills, both written and verbal, are essential. Must be in good physical condition and able to walk several miles per night. Appearance must be professional, neat, and adhere to uniform requirements. A teamwork approach to the position is necessary. Ability to successfully pass a background check.

- The position is enjoyable but demanding in terms of the required time and energy a successful candidate must commit.

Compensation includes competitive pay, living accommodations, and meals on campus. As part of training, staff members receive certification from the American Heart Association in Standard First Aid and Adult CPR/AED. The period of employment for in-residence Security Assistants is from approximately Monday, June 13, 2016 through Sunday, August 14, 2016.

Please send a one-page resume to mfwestbe@bu.edu. Following the successful review of written applications, an in-person interview in Boston, Massachusetts is required. Review of applications will begin in May 2015 and continue until all positions are filled. Please call 617.358.5177 or 617.353.3386 if you have any questions.