The Boston University Tanglewood Institute is recognized internationally as an outstanding educational opportunity for young musicians. High school students come from across the country and around the world to participate in workshops, programs, and seminars led by members of the Boston University School of Music Faculty and the Boston Symphony Orchestra.

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 270 students and approximately 40 staff members. Other facilities include classrooms, practice sheds, a dining room, recreational facilities, and a performance theater.

RESIDENT ASSISTANT

(8-9 positions) Resident Assistants serve an important role in the educational and social life of students. They are responsible for developing a healthy residence community, acting as resources for the students, providing programming opportunities for the community, performing administrative tasks, enforcing institute policies, working as part of a residence leadership team, and assisting students. 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 cleaning, changing a light bulb, taking out garbage or moving furniture. They also assist with driving 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 campus in addition to less critical calls for assistance. The "on call" schedule includes day, night, and weekend shifts. Resident Assistants also commit to working on one of two committees (a publications committee or an events committee) that provide services to the entire BUTI community. 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 Director of Operations and Student Life 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 expected to help bridge student life aspects of the program with the academic side of the Institute. 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).

SENIOR RESIDENT ASSISTANT
(2-4 positions) Senior Resident Assistants are Resident Assistants (refer to Resident Assistant description) who also act as mentors and trainers for the Resident Assistant staff and assist them in the performance of their duties. Senior Resident Assistants work closely with the Assistant Director of Student Life in responding to the needs and concerns of both student life staff members and students. With the Assistant Director and Director, they create and coordinate several of the activity based, hands-on sessions during the two-week staff training program. They help with Resident Assistant programming proposals and maintain a programming calendar; prepare for student move-in and move-out weekends by creating work schedules, organizing registration stations, and handling paperwork; handle special projects as assigned. Senior Resident Assistants also attend weekly student life staff meetings, and, with other management staff members, participate in the campus on-call duty rotation. Additionally they are each responsible for overseeing a committee composed of Resident Assistants, which offer services to the entire BUTI student body.

Senior Resident Assistants report directly to the Director of Operations and Student Life. The nature of the position responsibilities calls for individuals who are willing to work flexible hours. Unless on scheduled time off, Senior 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 2011 is required for the Resident Assistant position; senior class standing in college by September 2011 is required for the Senior Resident Assistant position. Live-in residence experience and Resident Assistant or summer camp experience preferred, as is knowledge of word processing, spreadsheet, and database software applications. Teamwork experience is essential. Possession of a valid driver’s license is necessary.

All the 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 that staff members work are often dictated by the necessities of the student community rather than by convenience for the staff members. 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 Red Cross in Standard First Aid and Adult CPR. The period of employment for Resident Assistants is from approximately Tuesday, June 7, 2011 through Tuesday, August 16, 2011 and for Senior Resident Assistants is from approximately Tuesday, May 31, 2011 through Wednesday, August 17, 2011. After the students arrive on June 19, staff members receive two weekends off and one day off each week and are expected to be available on campus for service each day and night unless on scheduled time off.

Following the successful review of written applications, an in-person interview in Boston or Lenox, Massachusetts is required. Review of applications will begin in January 2011 and continue until all positions are filled. Download application materials at http://www.bu.edu/cfa/music/tanglewood/ under the employment link. 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.