

Job Description

Resident Assistant (June 11, 2022 - August 16, 2022)

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

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. Resident Assistants assess the needs of the student community and help design, develop, and implement extracurricular programs and activities and meet these needs. They inform students of and enforce rules and regulations in effort to maintain a positive and safe environment.

Resident Assistants must be prepared to:

- Exercise initiative to handle situations, often autonomously
- Document and report incidents in a timely manner
- Communicate with supervisors and teammates regularly
- Respond to emergencies
- Perform detail-oriented tasks
- Perform operational tasks on campus (ex. Distributing mail)
- Participate in on-call rotations

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.

The nature of these positions calls for individuals who are willing to work flexible hours. Unless on scheduled time off, Resident Assistants are expected to be available each day and are required to be present with their residents during the hours students are curfewed (10:30 p.m. - 7 a.m. Sunday-Thursday, 11:30 p.m. - 7 a.m. Friday and Saturday).

Qualifications

- Junior class standing in college by September 2021 is required
- Live-in residence experience and Resident Assistant or summer camp experience preferred
- Strong understanding of team participation
- Knowledge of word processing, spreadsheet, and database software applications may be helpful
- Possession of a valid driver's license and ability to drive a vehicle responsibly

Resident Assistants arrive on Friday, June 11, 2022 and may depart on the evening of Tuesday, August 16, 2022. After BUTI students arrive on June 18, staff members receive one day off each week, and every two weeks will receive an additional day off.

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 time staff members function 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, and a Tanglewood grounds pass.

Following the successful review of written applications, an interview process is required. Review of applications will begin in January 2022 and continue until all positions are filled.

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required, as are the supporting documents outlined in the downloadable form.