

Job Description

Office Assistant, part-time

Mondays and Fridays, 9am-5pm

September 2025 – June 2026, up to 20 hours per week

About the Program

Boston University Tanglewood Institute (BUTI) is recognized internationally as the premier summer training program for young musicians and is the only program of its kind associated with one of the world's great symphony orchestras, the Boston Symphony Orchestra. Visit our website at www.bu.edu/tanglewood to learn more about BUTI.

About the Position

The Office Assistants report to the Executive Director in support of BUTI full-time staff, and are integral to the BUTI administrative team. This position serves as the first point of contact for all incoming correspondence via phone and email for the organization and plays a vital role in supporting the recruiting and communications; admissions and enrollment; and summer preparation processes.

- Serve as the first point of contact for prospective students, parents, and others by answering phones and maintaining the general BUTI email account
- Create and meticulously manage spreadsheets
- Oversee filing and office organization
- Manage and organize archival material
- Review and edit digital communications
- Run errands when necessary
- Provide support to BUTI administrative staff
- Other duties and special projects as assigned

The preferred candidate for this position has excellent customer service skills; thrives in a fast-paced environment; has experience with Microsoft Excel, Word, Outlook, Google Drive, and Dropbox; demonstrates strong verbal and written communication skills; handles multiple projects effectively; and is **highly** detail-oriented. Prior office experience and interest in or knowledge of classical music is preferred. The schedule is Monday and Friday, 9am-5pm. Hourly rate of pay is \$18/hr.

To apply, please send a cover letter outlining your interest and qualifications along with a work resume to Nicole Wendl, Executive Director, at nwendl@bu.edu.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, natural or protective hairstyle, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy or pregnancy-related condition, or because of marital, parental, or veteran status. We are a VEVRAA Federal Contractor. 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.