

# RESIDENT ASSISTANT | JOB DESCRIPTION

The **Boston University Tanglewood Institute** (BUTI) is recognized internationally as one of the premiere summer training programs for aspiring high school-age 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), young people devote themselves to a summer of extraordinary music making.

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.

## RESIDENT ASSISTANT

(13-14 positions) 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. 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 minor cleaning, changing a light bulb, taking out garbage or moving furniture. They also assist transportation for 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 on campus in addition to less critical calls for assistance. The "on call" schedule includes day and night shifts 7 days a week. Resident Assistants primary shift coverage be assigned at start of the season, but will have training in all areas. 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 Manager of Operations 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 essential to helping bridge the academic focus of students to the aspects of healthy living in a community. 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).

## QUALIFICATIONS

Junior class standing in college by September 2015 is required for the Resident Assistant position. Live-in residence experience and Resident Assistant or summer camp experience preferred. Knowledge of word processing, spreadsheet, and database software applications is helpful. Teamwork experience is essential. Possession of a valid driver's license is necessary.

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 hours staff members work 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, local telephone service only, and a Tanglewood grounds pass. 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 Resident Assistants is from approximately Tuesday, June 9, 2015 through Tuesday, August 18, 2015. After the students arrive on June 21, staff members receive one day off each week and are expected to be available on campus for service each day and night unless on scheduled time off. They will also receive two periods of two consecutive days off, which may or may not be weekend days.

Following the successful review of written applications, an in-person interview in Boston, Massachusetts is required. Review of applications will begin in December 2014 and continue until all positions are filled. Download application materials at <http://www.bu.edu/cfa/music/tanglewood/> under the employment tab. 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.