Tufts University
Job Description

Position: Graduate Intern in Student Affairs
Division/Department: Dean of Student Affairs Office, School of Arts & Sciences and School of Engineering
Reports to: Dean of Student Affairs and Administrative Coordinator for Dean of Student Affairs Office

Commitment: 15-20 hrs/week, September 2015-May 2016. Interns should expect to work the majority of their hours between 9am-6:30pm, Monday through Friday. Potential for more flexible scheduling depending on assigned project and position in the academic year.

Summary: Assist with special projects and administrative functions for the Dean of Student Affairs Office. Interns can expect to balance front desk responsibilities with opportunities to research, design, and implement new initiatives related to Student Affairs at Tufts University. Applicants should be interested in exploring higher education administration while looking to positively impact a student population in the coming year.

Qualifications: Enrollment in an M.Ed, M.A., or M.S. program in higher education administration, educational policy, school leadership, or related field. Flexible and skilled communicator capable of interacting with varied constituents, including senior administrators, parents, undergraduates, and graduate students at the University. Curiosity and familiarity with emerging trends in higher education is a must. Must be eligible to work in the United States.

Compensation: $14-15/hour, 15-20 hours/week

Major Responsibilities:
- Administrative tasks completed under the direction of the Administrative Coordinator for the Dean of Student Affairs Office. This includes managing calendars for five professional staffers, covering the main phone line, and acting as a front desk resource for visitors
- Developing a social media presence for the Dean of Student Affairs Office. This may include content creation for Twitter, Facebook, and Instagram
- Support the migration of physical student files to a digital, web-based application
- Research and benchmark practices related to Residential Life, Student Activities, Fraternity and Sorority Life, Orientation, Community Engagement, and other areas of Student Life
- Keystone project impacting one of the division's key operational areas:
  o Business Operations
  o Campus and community engagement
- Housing/Residential Facilities
- Tech and systems integration

**To apply, submit:**
1) Cover Letter
2) Resume
3) Statement of interest
   - 1 page summary describing the role of Student Affairs in your graduate study or the impact of Student Affairs in higher education or student learning. You may focus this topic as you wish.

Send all application materials to: Tyren.Freeman@tufts.edu