**Operations Intern | 2019-2020 Academic Year**

**About Our Office:** The Office for Campus Life (OCL) at Tufts University seeks to build community and inspire the growth of the whole student by being a catalyst in their life through a support system of mentoring of individual students and student groups, leadership development, comprehensive and inclusive programming for all constituencies, and playing a key role in the active intersection of the curriculum and the co-curriculum. The Office’s main functions include the operation of the Mayer Campus Center and other student organization spaces, student organization management and advising, event planning, Orientation, and Pre-Orientation.

**About Our Interns:** The OCL is committed to offering a meaningful experience in the field of student affairs that complements the academic rigors of pursuing a graduate degree. From student programming and event planning, to student organization advisement, leadership programs, and facility management, graduate interns will be exposed to various aspects of campus life, student affairs, and higher education. Our office has two graduate interns, Operations and Programming. Each intern is responsible for working 18 hours a week (preferably over 3 weekdays), including periodic night and weekend responsibilities. This nine-month position begins mid-August and ends mid-May, following Senior Week. Exact start and end dates will be determined with the Associate Director for Campus Life.

**Compensation:** Graduate interns receive $10,000 paid out equally as a bi-monthly stipend, $500 towards professional development opportunities during their time as interns, a campus parking pass (if applicable), $50 in JumboCash per semester, and reimbursement for parking/taxi to work at off campus events when required.

The Office for Campus Life seeks a graduate intern for Operations who: brings a positive attitude to their work, have a passion for understanding social justice in student affairs, takes pride and responsibility for their role and job responsibilities, enjoys working independently and in team environments, is a creative problem solver and with attention to detail, has a willingness to learn and flexibility to adapt to different situations that evolve over the year, and has excellent communication skills both verbal and written.

**What You’ll Do:**

- Supervises, hires, trains, and manages our student Event Staff made up of Managers and Staffers
- Assist Event Staff Managers in running weekly event staff meetings, staff scheduling, and any additional training opportunities
- Support the Event Staff team through attending occasional late-night events, including city wide event and all large-scale events
- Assist in the administration of the Student Employee Recognition Program
- Sits on the Event Registration Committee (Friday mornings) as a representative for Event Staff
- Create Weekly Reports including information from Operations and Event Staff and distribute to central staff
- Report on operations items at OCL Staff Meetings (Monday mornings)
- Coordinate Professional Development Committee for student staff with student committee
- Manage OCL A/V Equipment including managing the Operations Calendar, weekly checks, and training users
- Manage OCL radios, scanners, and Event Staff box with complete and accurate inventory
- Complete bi-weekly walk throughs of OCL student organization spaces
- Hire and manage Senior Week Event Staff with the Associate Director for Campus Life
- Actively participates and prepares for weekly meetings with the Associate Director for Campus Life
- Coordinates the management and execution of the Student Organization Awards Banquet and the Student Employee End of the Year Banquet with the Associate Director for Campus Life
- Performs other duties as assigned

**Intern Qualifications Include:** Master’s degree candidate in Higher Education Administration program or related field preferred; experience planning and managing campus events and working within a university setting; excellent interpersonal skills; understanding of and commitment to issues of cultural diversity and college student development; demonstrated leadership, advisory, technological, and management skills.

**Experience two different functional areas at Tufts:** The Office for Campus Life and the Office for Residential Life and Learning are interested in finding qualified, engaged candidates to have a role in both offices. This opportunity would include two assistantships, one in each office at 16 hours each. Compensation for this packaged assistantship role includes a $15,000 stipend, housing, professional development opportunities/funding, and a parking pass. If you are interested in pursuing this opportunity, please contact us at Ashley.Austin@tufts.edu and Joshua.Hartman@tufts.edu with the subject line “Dual Assistantship Interest” with your resume and cover letter.
Undergraduate Orientation Intern | Summer 2019

About Our Office: The Office for Campus Life (OCL) at Tufts University seeks to build community and inspire the growth of the whole student by being a catalyst in their life through a support system of mentoring of individual students and student groups, leadership development, comprehensive and inclusive programming for all constituencies, and playing a key role in the active intersection of the curriculum and the co-curriculum. The Office’s main functions include the operation of the Mayer Campus Center and other student organization spaces, student organization management and advising, event planning, Orientation, and Pre-Orientation. The OCL is committed to offering a meaningful experience in the field of student affairs that complements the academic rigors of pursuing a graduate degree. Graduate interns will be exposed to various aspects of campus life, student affairs, and higher education while working in our office and with our programs.

About Tufts: Tufts University is a private, research university with campuses in Medford/Somerville, Boston and Grafton, Massachusetts and Talloires, France. On average, 5100 undergraduates are hosted on the Medford/Somerville campus, about five miles from Boston. All first and second-year students live on campus, making up approximately 85% of the residential population.

About Orientation: Tufts University’s Undergraduate Orientation is a 6-day on-campus program directly preceding the beginning of classes. The Orientation Team consists of three undergraduate student coordinators and various campus partners who sit on the Orientation Committee. Tufts Orientation runs through Labor Day weekend and intern should be available to work until September 2, 2019. Before Orientation, Pre-Orientation consists of 8 optional programs that students can choose from. While Orientation and Pre-Orientation are different programs, they work closely together to create the best incoming experience possible. For more information, you can visit: http://students.tufts.edu/orientation

Compensation: Graduate interns receive $6,000 paid out as a stipend throughout the summer working Monday – Friday, 9am – 4pm (with an hour for lunch). Nights, weekends, and extended hours are expected throughout the week of Orientation. Vacation includes all University holidays (with the exception of Labor Day) and 5 days paid vacation (*no vacation within the last 3 weeks of August). Additional compensation includes $500 in JumboCash (for meals) and a parking permit if applicable.

Start date falls within the last two weeks of May and the end date falls on September 2, 2019 (flexibility based on schedules possible).

The Undergraduate Orientation Office seeks a graduate intern for Undergraduate Orientation who: has strong organizational skills and can handle a large volume of multitasking, brings a positive attitude to their work, have a passion for understanding social justice in student affairs, takes pride and responsibility for their role and job responsibilities, enjoys working independently and in team environments, is a creative problem solver and with attention to detail, has a willingness to learn and flexibility to adapt to different situations, and has excellent communication skills both verbal and written.

What You’ll Do:

- Report to the Director for Campus Life/Undergraduate Orientation
- Act as primary professional staff partner during the summer
- Supervise and train three full-time undergraduate student coordinators
- Plan and organize all Orientation week programs
- Oversee summer communication with incoming students and families, including messaging, website, and social media content
- Design publications and branding of Orientation in the larger University community
- Coordinate multiple aspects of the Orientation program with various campus partners
- Performs other duties as assigned

Intern Qualifications Include: Master’s degree candidate in Higher Education Administration program or related field preferred; interest in supporting Undergraduate Orientation and student transition, experience in planning and managing campus events, working within a university setting, student leader supervision, budget management, social justice education, or assessment preferred; excellent interpersonal skills; understanding of and commitment to issues of cultural diversity and college student development; demonstrated leadership, advisory, technological, and management skills.

Possibility to follow experience into one of our two other graduate intern positions for the academic year, see Operations and Programming job descriptions.
PROGRAMMING

| 2019-2020 Academic Year

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**What You’ll Do:**

- Serves as advisor to four or more Tufts University Social Collective (TUSC) programming coordinators, and TUSC Executive Team, including the execution of member development programs, Tuftonia’s Day Carnival, weekly film screenings, and annual concerts
- Attends regularly scheduled TUSC meetings, alternating bi-weekly full group meetings Wednesday at noon, and subgroup meetings scheduled by availability
- Supports TUSC programs through planning, marketing, and execution of regular late night and weekend events
- Maintains TUSC budgets, including processing payments and paperwork
- Train and develop a dynamic and culturally competent TUSC team including mediating conflict as needed
- Attends all major campus-wide events including: Fall Gala, Fall Concert, Winter Ball, Tuftonia’s Day, Outdoor Movie, Spring Fling, and Senior Week
- Attends and reports out on any TUSC related information at Monday Weekly OCL Staff Meetings
- Actively participates and prepares for weekly meetings with the Assistant Director for Campus Life
- Coordinates and manages late night and daytime programming in collaboration with TUSC and OCL
- Serves as TUSC/OCL Administrative contact person when requested
- Develops and maintains relationships with on campus partners and outside vendors for event planning
- Performs other duties as assigned

**Intern Qualifications Include:** Master’s degree candidate in Higher Education Administration program or related field preferred; experience planning and managing campus events and working within a university setting; excellent interpersonal skills; understanding of and commitment to issues of cultural diversity and college student development; demonstrated leadership, advisory, technological, and management skills.

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