Position Title: University Chaplaincy Graduate Assistant
Department: Tufts University Chaplaincy
Date: August 17, 2016 through May 22, 2017
Reports to: Program and Outreach Specialist

Department Overview
The Tufts University Chaplaincy is a dynamic hub, supporting, spiritual, ethical, and cultural life for all members of the Tufts community. We provide pastoral care, support religious and philosophical communities, educate about spiritual and ethical issues in society and the world, and promote multifaith engagement. The department also manages multiple sacred spaces on campus, including Goddard Chapel and the Interfaith Center.

The University Chaplaincy full-time staff includes the University Chaplain, Program and Outreach Specialist, and Chaplaincy Coordinator. Part-time staff includes six tradition-specific chaplains (Buddhist, Catholic, Humanist, Jewish, Muslim, and Protestant) and a music director. All of these colleagues serve the whole university as well as their particular communities. Spiritual life at Tufts also includes many campus communities across the religious and philosophical spectrum with many weekly gatherings and special programs offered each semester. The work of the University Chaplaincy includes worship, prayer, meditation, and rituals, pastoral care and counseling, teaching and educational programming, holiday and cultural programming, community service and social justice work, and interfaith engagement. For more information, please visit: http://chaplaincy.tufts.edu/.

Position Description
The Tufts University Chaplaincy seeks an energetic graduate student, with strong communications, computer, and editing skills, as well as program development skills, to support campus-wide programming and outreach efforts for the department. Some of the specific responsibilities will be based on the graduate student’s experience and professional interests, but duties will include: managing key outreach efforts (including the weekly electronic newsletter and web and social media updates); planning, managing, and assessing large-scale programs and events (e.g., Martin Luther King, Jr. Service Day, Russell Lecture on Spiritual Life); and supporting the management and scheduling of the University Chaplaincy student workers. The Graduate Assistant will report to the Program and Outreach Specialist.
The Graduate Assistant will be responsible for working 15-17 hours per week, including periodic night and weekend responsibilities to support programming and services. This is a nine-month position from mid-August to mid-May. The pay rate is $13 per hour.

Responsibilities may include, but are not limited to, the following:

- **Communications and Outreach**
  - Draft, edit, and coordinate the design of effective electronic and print publications, including the University Chaplaincy weekly e-newsletter, printed newsletters, printed programs, invitations, and bulk mailings
  - Support the Program and Outreach Specialist in the management of contact data and the development of systems and strategies to build and connect the University Chaplaincy community (including managing websites, social networking, and contact management systems)
  - Manage University Chaplaincy social media accounts

- **Program Planning, Management, and Assessment**
  - Assist University Chaplaincy staff with regular programs and events, including but not limited to the Spiritual Life Resource Fair, Halloween Midnight Organ Recital, Winter Holiday Concert, MLK programming (University Celebration, Day of Service, and Donation Drive), the Russell Lecture on Spiritual Life, and the Baccalaureate Service
  - Create and manage assessment surveys and feedback forms for University Chaplaincy programs

- **Student Worker Program Support**
  - Work with the Program and Outreach Specialist and the Chaplaincy Coordinator on the Student Worker Program, including hiring, scheduling, supervision, and review
  - Attend monthly staff meetings and develop/lead staff development sessions

- **General Responsibilities**
  - Serve as a University Chaplaincy administrative contact, including fielding general inquiries, welcoming visitors, and taking messages, etc.
  - Attend bi-weekly University Chaplaincy team meetings if possible
  - Participate in weekly one to one meetings with the Program and Outreach Specialist
  - Other duties as assigned
**Required Qualifications**

- Master’s degree candidate in a Higher Education Administration program or a related field preferred
- Experience planning and managing campus events and working with young adults in a university setting
- Computer skills including proficiency in Microsoft Office, social networking sites (Facebook, Twitter, etc.), contact management systems, and web content management systems (Thinwire/Wordpress training provided)
- Excellent interpersonal and communication skills; excellent leadership, administrative, and organizational skills; excellent judgement and discretion; ability to work as part of a team; understands when to lead and when to seek input and support others; actively seeks feedback and continuous improvement; maintains appropriate confidentiality; models integrity, honesty, and trust
- Multicultural knowledge and skills, commitment to nondiscrimination and social justice, and experience working in spiritually and culturally diverse settings
- Ability to learn department and university policies and procedures; ability to explain departmental mission, programs, and policies; eagerness to grow in skills and responsibilities; punctuality, professionalism, and a strong work ethic
- Previous office experience a plus
- Appropriate background checks may be required

The Tufts University Chaplaincy actively seeks candidates from diverse backgrounds.

**To apply, please send a cover letter, resume, and three references including current/past supervisors to:**

Zachary Cole  
Program and Outreach Specialist  
University Chaplaincy  
Goddard Chapel, 3 The Green  
Medford, MA 02155  
Zachary.Cole@tufts.edu

*Applications will be accepted until the position is filled.*