



Operations Intern

AREA: Office for Campus Life

DATE: End of August through End of May

REPORTS TO: Associate Director for Campus Life

DEPARTMENT AND POSITION OVERVIEW

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 also plays a key role in the operation of several student life facilities including the Mayer Campus Center, Curtis Hall and Hayes House.

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 different aspects of campus life, student affairs, and higher education.

The OCL has two graduate interns. They will be responsible for working 18 hours per week (preferably over three weekdays), including periodic night and weekend responsibilities. This is a nine month position beginning mid-August and ending mid-May following Senior Week (exact dates TBA). The Graduate Interns will each receive a stipend of \$9,000 paid out equally two times per month; plus \$500 annually towards professional development. Other benefits include campus parking pass (if applicable), \$50 JumboCash per semester, and reimbursement for parking/taxi to work at off campus events when required. Responsibilities may include, but are not limited to those listed below.

Operations Intern

- ⇔ Supervision
 - Hires, trains and manages student Event Staff
 - Run weekly Event Staff manager meetings
 - Support Event Staff team through occasionally attending late-night programs including City-Wide events (includes periodic night and weekend responsibilities)
- ⇔ Administration
 - Design and administer student employee recognition program
 - Track student employee hours and pay rates
 - Coordinate Event Staff weekly schedules
- ⇔ Leadership
 - Along with Programming Intern, coordinates the Developing Leaders Conference, a one day leadership experience for Tufts students
 - Facilitate monthly student employee leadership workshops with the Associate Director

- Coordinate end of year Student Employee Appreciation banquet
- ⇔ Other Operations:
 - Support and enhance OCL Social Media program
 - Manage OCL event and AV equipment
 - Support Late Night Dining program in the Mayer Campus Center
 - Support satellite buildings with student organization offices
- ⇔ Program Planning and Management
- ⇔ Supports OCL staff and works large-scale, campus-wide events including but not limited to Senior Nights (2 per semester), Fall Gala, Fall Concert, Winter Ball, Tuftonia's Day, Spring Fling, and Senior Week. (includes periodic night and weekend responsibilities)
- ⇔ Attends weekly Office for Campus Life staff meetings
- ⇔ Participates in weekly one on one meetings with the Associate Director
- ⇔ Serves as OCL administrative contact person when requested
- ⇔ Performs other duties as assigned

QUALIFICATION STANDARDS

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.

To apply, please send a letter of interest, resume, and three references to:

Joseph Golia
Director, Office for Campus Life
44 Professors Row
Medford, MA 02155
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****Applications will be accepted until position is filled.**