



Programming Intern

AREA: Office for Campus Life

DATE: End of August through End of May

REPORTS TO: Assistant 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.

Programming Intern

⇔ Advising

- Serves as advisor to two or more TUSC (Tufts University Social Collective) organizations, including attending their weekly meetings and programs (includes periodic night and weekend responsibilities)
- Collaborates with Director and Assistant Director to plan annual Fall Activities Fair, Executive Summit and other student organization information programs
- Assists with management of new student organization recognition process, including planning a spring session of the Executive Summit
- Serves as OCL point of contact to new student organizations

⇔ Leadership Programming

- Develops, plans, and coordinates leadership programming targeting student organizations

- Along with Operations Intern, coordinates the Developing Leaders Conference, a one day leadership experience for Tufts students
 - Collaborates with other departments to develop new leadership initiatives
 - Assists Tufts Community Union Senate with annual student organization leadership dinner
 - Plans all aspects of annual OCL Student Organization Awards Ceremony
- ⇔ Program Planning and Management
- Supports OCL staff and works large-scale, campus-wide events including but not limited to Fall Gala, Fall Concert, Senior Nights, Tuftonia's Day, Spring Fling, Winter Ball and Senior Week. (includes periodic night and weekend responsibilities)
- ⇔ Attends weekly Office for Campus Life staff meetings
- ⇔ Participates in weekly meetings with Assistant Director for Campus Life
- ⇔ 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
joseph.golia@tufts.edu

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