

OFFICE FOR CAMPUS LIFE GRADUATE INTERN JOB DESCRIPTION

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.