Graduate Intern, Operations
2020-2021 Academic Year

Compensation:
$10,000.00 stipend paid bi-monthly
$500 professional development
$100 Jumbocash per semester
Campus Parking Permit (if applicable)

Hours:
18 hours per week split between three days based on the intern’s academic schedule. Additional nights and weekends will also be required. University holidays and school breaks will be recognized.

This nine-month position begins mid-August and ends mid-May, following Senior Week. Exact start and end dates will be determined with the Assistant Director for Campus Life.

Position Details:
The Office for Campus Life seeks a graduate intern for Operations who: brings a positive attitude to their work, has 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. This position also:

- 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 events 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 in and prepares for weekly staff meetings and one-on-ones with the Assistant Director for Campus Life
Coordinates the management and execution of the Student Employee End of the Year Banquet with the Assistant Director for Campus Life

Performs other duties as assigned

Qualifications:
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.

About the Office for Campus Life:
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 rigor 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.

About Tufts University:
Tufts University is committed to providing transformative experiences for students in an inclusive and collaborative environment where creative scholars generate bold ideas, innovate in the face of complex challenges and distinguish themselves as active citizens of the world. With an undergraduate enrollment of roughly 5,500 students from around the world, Tufts' commitment to civic engagement and global perspectives creates a deep sense of community both on and off the campus. The University's size and structure enables students to access a challenging and supportive educational experience in close interaction with faculty, peers, and professional staff. A highly selective research university, Tufts is comprised of four distinct campuses locally in Medford/Somerville, Boston, Fenway/Mission Hill, and Grafton campuses, and maintains substantial programs abroad.

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