

Undergraduate Orientation Coordinator | Summer, 2021 | 2 Available Positions***-Coordinator for Social Media and Communications******-Coordinator for Programs and Major Events***

The Office of Undergraduate Orientation at Tufts University is seeking current full-time undergraduate students to fill two Orientation Coordinator positions for the 2020 Undergraduate Orientation program. We are looking for dedicated, energetic and organized student leaders to spearhead Tufts Orientation 2020, welcoming incoming students, parents, and families of the Class of 2025. Both positions are full-time for the summer (beginning of June (TBD) through the end of Orientation (Labor Day)). The positions report to Joseph Golia, Director of Campus Life, and the Undergraduate Orientation Committee.

Note: *Graduating seniors who can meet the time commitment are eligible to apply.*

General Requirements:

- Must be enrolled as a full-time undergraduate student (*graduating seniors eligible to apply*).
- Must be in good standing in matters relating to academics and student conduct.
- Must understand roles as University para-professionals serving as representatives of the offices for Campus Life, Undergraduate Orientation, Undergraduate Education, and Student Affairs.
- Feel a sense of pride and responsibility with your role and job responsibility.
- Enjoy working both on a team and independently, with the ability to take charge or sit back.
- Are even-tempered in stressful situations and are a creative problem solver with attention to detail while maintaining the bigger picture.
- Demonstrate a commitment to [the goals](#) of Tufts Undergraduate Orientation.
- Have a willingness to learn and flexibility to adapt to different situations.
- Have excellent communication skills, including verbal (in person and on the phone) and written (reports, emails, notes, etc.).
- General understanding of social media platforms.

Time Expectations/Compensation:

- May be required to participate in limited planning and coordination during the Spring 2021 semester, including Jumbo Days (*students studying away during Spring 2021 may still apply*).
- Full-time positions begin early June (date TBD) and ends following Orientation (Labor Day).
- Summer position based on a 30-hour work week, M-F, 9 a.m. – 4 p.m. (hour for lunch). 5 approved paid vacation days prior to mid-August are included.
- Some nighttime and weekend hours will be required during Orientation.
- Compensation is a taxable stipend of \$5,000.00, which will be provided and paid out in bi-monthly installments. An additional \$250.00 in JumboCash is also part of the compensation package.
- Free University housing is available but not required. (Double room occupancy with roommate.)
- May not have commitments of any kind or other student leader or employment responsibilities during Orientation. Additional employment or classes past 4 p.m. on weekdays is permitted.

Position Details: *Coordinator for Social Media and Communications*

- Responsible for the development of a comprehensive Orientation communication plan regarding all aspects of communication with the First-Year Class, parents, and families.
- Using own experience with Orientation as well as past evaluations, think innovatively of ways to incorporate social media and communications into the 2021 Orientation experience.

OFFICE FOR CAMPUS LIFE STUDENT EMPLOYEE JOB DESCRIPTION

Leadership | Education | Programming | Customer Service

- Manage all Orientation social media and communication platforms, including the Facebook Class of 2025 page, the Orientation Instagram Account, and any additional marketing platforms/software useful in advertising Orientation.
- Work closely with the Student Affairs Communications Specialist and their intern on messaging to incoming students, parents, and families.
- Answer incoming calls to the Orientation office and manage Orientation email account, responding in a timely and appropriate manner.
- Assist in supervising Orientation Support Staff.
- Collaborate with other Orientation Coordinator on various projects and planning.
- Attend weekly meeting with the Orientation Committee, collaborating on programs and vision with members of the team, including members of the Office for Campus Life, Academic Deans, Department of Student Affairs (Medford and SMFA), and the Office for Residential Life and Learning.
- Other duties as assigned.

Position Details: *Coordinator for Programs and Major Events*

- Coordinate all Orientation academic and social programming efforts.
- Using own experience with orientation as well as past evaluations, think innovatively on ways to incorporate programming into the 2021 Orientation experience.
- Work closely with the Deans of Undergraduate Education on all academic programming.
- Work closely with Associate Director of Campus Life – Programming, on all social and non-curricular programming
- Coordinate with outside vendors, University departments, speakers and presenters.
- Serve as primary point of contact for all student performance groups returning early for Orientation programming.
- Collaborate with other Orientation Coordinator on various projects and planning.
- Attend weekly meeting with the Orientation Committee, collaborating on programs and vision with members of the team, including members of the Office for Campus Life, Academic Deans, Department of Student Affairs (Medford and SMFA), and the Office for Residential Life and Learning.
- Other duties as assigned.

The Application Process:

- Applications are **due February 15, 2021 at 5 p.m.** E-mail completed application to orientation@tufts.edu with “Orientation Coordinator” in the subject line.
- Applications should be PDF documents that include the following.
 - Full Name (first/last), Student ID Number, Tufts E-Mail, Class Year, Major of Study
 - Please include a statement of interest as to why you are interested in an Orientation Coordinator position and what qualifications you have that would help with a position.
 - Include at least one example of your experience relevant to the position you are applying for.
 - Examples:
 - Coordinator for Social Media and Communications- Promotional graphics, video samples, social media accounts.
 - Summary of an event you have planned/executed.
 - Please include two names and contact information for references. These may be personal or professional references.