

Undergraduate Orientation Intern | Summer 2019

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. 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. Graduate interns will be exposed to various aspects of campus life, student affairs, and higher education while working in our office and with our programs.

About Tufts: Tufts University is a private, research university with campuses in Medford/Somerville, Boston and Grafton, Massachusetts and Talloires, France. On average, 5100 undergraduates are hosted on the Medford/Somerville campus, about five miles from Boston. All first and second-year students live on campus, making up approximately 85% of the residential population.

About Orientation: Tufts University's Undergraduate Orientation is a 6-day on-campus program directly preceding the beginning of classes. The Orientation Team consists of three undergraduate student coordinators and various campus partners who sit on the Orientation Committee. Tufts Orientation runs through Labor Day weekend and intern should be available to work until September 2, 2019. Before Orientation, Pre-Orientation consists of 8 optional programs that students can choose from. While Orientation and Pre-Orientation are different programs, they work closely together to create the best incoming experience possible. For more information, you can visit: <http://students.tufts.edu/orientation>

Compensation: Graduate interns receive \$6,000 paid out as a stipend throughout the summer working Monday – Friday, 9am – 4pm (with an hour for lunch). Nights, weekends, and extended hours are expected throughout the week of Orientation. Vacation includes all University holidays (with the exception of Labor Day) and 5 days paid vacation (*no vacation within the last 3 weeks of August). Additional compensation includes \$500 in JumboCash (for meals) and a parking permit if applicable.

Start date falls within the last two weeks of May and the end date falls on September 2, 2019 (flexibility based on schedules possible).

The Undergraduate Orientation Office seeks a graduate intern for Undergraduate Orientation who: has strong organizational skills and can handle a large volume of multitasking, 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, and has excellent communication skills both verbal and written.

What You'll Do:

- Report to the Director for Campus Life/Undergraduate Orientation
- Act as primary professional staff partner during the summer
- Supervise and train three full-time undergraduate student coordinators
- Plan and organize all Orientation week programs
- Oversee summer communication with incoming students and families, including messaging, website, and social media content
- Design publications and branding of Orientation in the larger University community
- Coordinate multiple aspects of the Orientation program with various campus partners
- Performs other duties as assigned

Intern Qualifications Include: Master's degree candidate in Higher Education Administration program or related field preferred; interest in supporting Undergraduate Orientation and student transition, experience in planning and managing campus events, working within a university setting, student leader supervision, budget management, social justice education, or assessment preferred; excellent interpersonal skills; understanding of and commitment to issues of cultural diversity and college student development; demonstrated leadership, advisory, technological, and management skills.

Start date falls within the last two weeks of May and the end date falls on September 2, 2019 (flexibility based on schedules possible).