



OFFICE FOR CAMPUS LIFE GRADUATE INTERN JOB DESCRIPTION

Programming | 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, Programming and Operations. 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 Programming 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:

- Serves as advisor to four or more Tufts University Social Collective (TUSC) programming coordinators, and TUSC Executive Team, including the execution of member development programs, Tuftonia's Day Carnival, weekly film screenings, and annual concerts
- Attends regularly scheduled TUSC meetings, alternating bi-weekly full group meetings Wednesday at noon, and subgroup meetings scheduled by availability
- Supports TUSC programs through planning, marketing, and execution of regular late night and weekend events
- Maintains TUSC budgets, including processing payments and paperwork
- Train and develop a dynamic and culturally competent TUSC team including mediating conflict as needed
- Attends all major campus-wide events including: Fall Gala, Fall Concert, Winter Ball, Tuftonia's Day, Outdoor Movie, Spring Fling, and Senior Week
- Attends and reports out on any TUSC related information at Monday Weekly OCL Staff Meetings
- Actively participates and prepares for weekly meetings with the Assistant Director for Campus Life
- Coordinates and manages late night and daytime programming in collaboration with TUSC and OCL
- Serves as TUSC/OCL Administrative contact person when requested
- Develops and maintains relationships with on campus partners and outside vendors for event planning
- 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.