

**Training Schedule & Expectations | 2018-2019 Academic Year**

The Office for Campus Life offers training to all student employees that must be completed before their first shift. Employees must attend 1 of the 2 offerings to complete that training session. For a breakdown of training dates and times by position, please see below.

**CAMPUS CENTER MANAGERS | TOTAL TRAINING HOURS: 6 HOURS, 45 MINUTES**

| Training Session | Offering 1                        | Offering 2                      |
|------------------|-----------------------------------|---------------------------------|
| A/V              | Thursday, 8/30, 2pm - 2:45pm      | Friday, 9/7, 11am - 11:45am     |
| Campus Center    | Tuesday, 8/28, 10:30am - 11am     | Thursday, 8/30 1pm - 1:30pm     |
| Communication    | Tuesday, 8/28, 1:30pm - 2:30pm    | Wednesday, 9/5, 12pm - 1pm      |
| Expectations     | Tuesday, 8/28, 3pm - 3:45pm       | Thursday, 8/30, 3pm - 3:45pm    |
| Info Booth       | Friday, 8/31, 2pm - 2:45pm        | Tuesday, 9/4, 12pm -12:45pm     |
| Money            | Tuesday, 8/28, 10:30am - 11:15am  | Friday, 8/31, 3pm - 2:45pm      |
| Open/Close       | Wednesday, 8/29, 3pm - 4pm        | Friday, 8/31 10am - 11am        |
| Reports          | Wednesday, 8/29, 9:30am - 10:15am | Friday, 8/31, 11:30am - 12:15pm |
| Scheduling       | Friday, 8/31, 9:30am - 10am       | Tuesday, 9/4, 1pm - 1:30pm      |

**EVENT STAFF MANAGERS | TOTAL TRAINING HOURS: 5 HOURS, 15 MINUTES**

| Training Session | Offering 1                        | Offering 2                      |
|------------------|-----------------------------------|---------------------------------|
| A/V              | Thursday, 8/30, 2pm - 2:45pm      | Friday, 9/7, 11am - 11:45am     |
| Communication    | Tuesday, 8/28, 1:30pm - 2:30pm    | Wednesday, 9/5, 12pm - 1pm      |
| Event Management | Thursday, 8/30, 10am - 11:30am    | Friday, 9/7, 2pm - 3:30pm       |
| Expectations     | Tuesday, 8/28, 3pm - 3:45pm       | Thursday, 8/30, 3pm - 3:45pm    |
| Reports          | Wednesday, 8/29, 9:30am - 10:15am | Friday, 8/31, 11:30am - 12:15pm |
| Scheduling       | Friday, 8/31, 9:30am - 10am       | Tuesday, 9/4, 1pm - 1:30pm      |

**INFORMATION BOOTH ATTENDANTS | TOTAL TRAINING HOURS: 4 HOURS, 30 MINUTES**

| Training Session | Offering 1                        | Offering 2                      |
|------------------|-----------------------------------|---------------------------------|
| Communication    | Tuesday, 8/28, 1:30pm - 2:30pm    | Wednesday, 9/5, 12pm - 1pm      |
| Expectations     | Tuesday, 8/28, 3pm - 3:45pm       | Thursday, 8/30, 3pm - 3:45pm    |
| Info Booth       | Friday, 8/31, 2pm - 2:45pm        | Tuesday, 9/4, 12pm -12:45pm     |
| Money            | Tuesday, 8/28, 10:30am - 11:15am  | Friday, 8/31, 3pm - 2:45pm      |
| Reports          | Wednesday, 8/29, 9:30am - 10:15am | Friday, 8/31, 11:30am - 12:15pm |
| Scheduling       | Friday, 8/31, 9:30am - 10am       | Tuesday, 9/4, 1pm - 1:30pm      |

OFFICE FOR CAMPUS LIFE STUDENT EMPLOYEE TRAINING INFORMATION

Leadership | Education | Programming | Customer Service

**OFFICE ASSISTANTS | TOTAL TRAINING HOURS: 3 HOURS, 30 MINUTES**

| Training Session | Offering 1                        | Offering 2                      |
|------------------|-----------------------------------|---------------------------------|
| Campus Center    | Tuesday, 8/28, 10:30am - 11am     | Thursday, 8/30 1pm - 1:30pm     |
| Communication    | Tuesday, 8/28, 1:30pm - 2:30pm    | Wednesday, 9/5, 12pm - 1pm      |
| Expectations     | Tuesday, 8/28, 3pm - 3:45pm       | Thursday, 8/30, 3pm - 3:45pm    |
| Reports          | Wednesday, 8/29, 9:30am - 10:15am | Friday, 8/31, 11:30am - 12:15pm |
| Scheduling       | Friday, 8/31, 9:30am - 10am       | Tuesday, 9/4, 1pm - 1:30pm      |

**EVENT STAFF | TOTAL TRAINING HOURS: 3 HOURS, 30 MINUTES**

| Training Session | Offering 1                     | Offering 2                   |
|------------------|--------------------------------|------------------------------|
| A/V              | Thursday, 8/30, 2pm - 2:45pm   | Friday, 9/7, 11am - 11:45am  |
| Event Management | Thursday, 8/30, 10am - 11:30am | Friday, 9/7, 2pm - 3:30pm    |
| Expectations     | Tuesday, 8/28, 3pm - 3:45pm    | Thursday, 8/30, 3pm - 3:45pm |
| Scheduling       | Friday, 8/31, 9:30am - 10am    | Tuesday, 9/4, 1pm - 1:30pm   |

**SOCIAL MEDIA ASSISTANT | TOTAL TRAINING HOURS: 2 HOURS, 15 MINUTES**

| Training Session | Offering 1                     | Offering 2                   |
|------------------|--------------------------------|------------------------------|
| Communication    | Tuesday, 8/28, 1:30pm - 2:30pm | Wednesday, 9/5, 12pm - 1pm   |
| Expectations     | Tuesday, 8/28, 3pm - 3:45pm    | Thursday, 8/30, 3pm - 3:45pm |
| Scheduling       | Friday, 8/31, 9:30am - 10am    | Tuesday, 9/4, 1pm - 1:30pm   |

Ongoing trainings will occur throughout the academic year, including regular meetings and Professional Development Lunches. Mandatory dates will be given to you before the start of the academic year. Any meetings that must occur throughout the year to address any staff questions or new operations will be planned in advance and employees will be informed as soon as those dates are set. If you have any questions about the training schedule, please email [OCL@tufts.edu](mailto:OCL@tufts.edu)