

Tufts University Chaplaincy

CAFE Pre-Orientation Peer Leader Position Description

The mission of the CAFE Pre-Orientation Program is to welcome, gather, equip, and network the religious, spiritual, ethical, and interfaith leaders of the incoming class—leaders who are committed both to mutual inspiration and to making positive change in the world. The program involves:

- exploration of self and others;
- identifying strengths in religious and philosophical literacy and room to grow;
- consciousness-raising about issues of social justice on campus and in the wider community;
- and training on how to make a positive change through community organizing and activism.

Reporting to the University Chaplaincy Program and Outreach Specialist and the CAFE Pre-Orientation Student Coordinator, CAFE Peer Leaders will serve as the primary student leaders for incoming students during the CAFE Pre-Orientation program. We seek returning Tufts students who are passionate about multifaith engagement and social change and enthusiastic about welcoming incoming students with these interests.

Responsibilities include, but are not limited to:

CAFE Pre-Orientation:

- Assist with the recruitment of incoming student participants for the CAFE Pre-Orientation program, including during Jumbo Days, which are scheduled for April 2017
- Participate in Peer Leader training meeting in Spring 2017 semester
- Be back on campus for Peer Leader meeting on Monday, August 21
- Participate in two-day Peer Leader training on Tuesday, August 22 and Wednesday, August 23, 2017
- Assist with incoming student arrival day on Thursday, August 24, 2017
- Serve as the primary student leaders and contacts for incoming students during the CAFE Pre-Orientation program and assist with all aspects of the program on-site from Thursday, August 24-Tuesday, August 29, 2017
- Assist with set-up and break-down for activities and sessions throughout

- the program
- Lead icebreaker and/or reflection activities for incoming students
 - Participate fully in all sessions and activities
 - Answer questions and inquiries from incoming student participants and families

Basic Requirements:

- Currently-enrolled First-year, Sophomore, or Junior planning to enroll for the Fall 2017 semester as a Tufts University student
- Must remain in good academic and behavioral standing with the University
- Presence on campus from Monday, August 21-Tuesday, August 29, 2017
- Respond to emails and other communications sent out by University Chaplaincy staff in a timely manner
- Excellent interpersonal and communication skills
- Enthusiasm for working with incoming students and welcoming new students to Tufts
- Ability to work in a religiously and philosophically-diverse setting
- Desire to engage in conversations around different religious and philosophical viewpoints
- Professionalism, empathy, and ability to manage confidential information
- Self-motivation, ability to prioritize, ability to function in a fast-paced environment, attention to detail, thoroughness, and follow-through
- Prior experience in student leadership positions, and especially interfaith or social justice leadership positions, recommended

Details:

Schedule:

- Jumbo Days Community Fair (April 2017)
- Spring 2017 Training Meeting
- Peer Leader Move-in Day: Monday, August 21, 2017
- Peer Leader Training: Tuesday, August 22 and Wednesday, August 23, 2017
- CAFE Pre-Orientation Incoming Student Move-in Day: Thursday, August 24, 2017
- CAFE Pre-Orientation Program: Thursday, August 24-Tuesday, August 29, 2017

Please note that the Peer Leader position is full-time from Monday, August 21-Tuesday, August 29, 2017. No additional work, training, or other commitments will be possible during this time, with the exception of personal emergencies. This is a non-paid student leadership position.

Your Pre-Orientation commitment will conclude at the end of the evening on Tuesday, August 29, 2017. All meals will be provided from Tuesday, August 22 through Tuesday, August 29, 2017.

Application:

For a complete application, please submit the following:

- Responses to the questions on the online application form. The online application form can be found at the following website:
<http://chaplaincy.tufts.edu/student-leadership-opportunities/>.
- A copy of your resume, sent by email to Zachary.Cole@tufts.edu.

Both the online application and resume are due by Sunday, March 5, 2017, midnight.

For questions or concerns, please contact University Chaplaincy Program and Outreach Specialist, Zachary Cole, at Zachary.Cole@tufts.edu.