Tufts University Chaplaincy  
CAFE Pre-Orientation Assistant Student Coordinator Job 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, the CAFE Pre-Orientation Assistant Student Coordinator will support the CAFE Pre-Orientation Student Coordinator and provide logistical support full-time for three weeks (the week before, the week of, and the week after the CAFE Pre-Orientation program) from August 15 through September 2, 2016. The Assistant Student Coordinator will be required to reside at or near Tufts for this three week full-time period. The Assistant Student Coordinator will also attend Peer Leader meetings/trainings and assist with incoming student recruitment and some program preparations during the spring semester.

Responsibilities

- Check-in with University Chaplaincy staff as needed throughout the spring and summer and daily during the three week full-time period
- Attend Spring 2016 training session(s) with CAFE Student Coordinator and Peer Leaders
- Support incoming student publicity and recruitment efforts during Spring 2016 semester, including Jumbo Days on the following dates:
  - Friday, April 15, 2016
  - Thursday, April 21, 2016
  - Friday, April 22, 2016
- Work with CAFE Student Coordinator to finalize schedules, confirm presenters and site visits, arrange transportation, and arrange all necessary materials
- Work with CAFE Student Coordinator to create folders for Peer Leaders and incoming students containing final schedules, rosters, information on site visits, and other resources
• Participate in and help facilitate Peer Leader bonding opportunities in August 2016, such as CAFE participant door sign making
• Assist in running of two-day Peer Leader training in August 2016
• Assist with all aspects of the program on-site from August 22-31, 2016
• Coordinate set-up, delivery, and clean-up for all meals during the program
• Conduct regular counts and ensure all Peer Leaders and incoming students are accounted for during travel and scheduled activities
• Post program responsibilities include:
  ○ participate in debrief meeting with University Chaplaincy staff and Peer Leaders;
  ○ organize and send thank you cards to all partners and organizations

Basic Requirements
• Currently-enrolled Tufts student
• Must remain in good academic and behavioral standing with the university
• Presence on campus from August 15-September 2, 2016
• Strong verbal and written communication skills
• Excellent interpersonal skills
• Ability to work in a religiously and philosophically-diverse setting
• Demonstrated commitment to social issues, community organizing, and dialogue
• Professionalism and ability to manage confidential information
• Self-motivation, ability to prioritize and function in a fast-paced environment, attention to detail, thoroughness, and follow-through
• Proficiency in Microsoft Office, website contact and content management systems
• Ability to learn and implement office and university policies and procedures; to explain department mission, programs, and policies; to grow in skills and responsibilities
• Previous office experience preferred

Details
Full-time Schedule: August 15-September 2, 2016 (3 weeks)
Business casual dress
Wages: $1500 stipend

Application Information
To apply, please complete the following by Monday, December 14, 2015, 11:59 pm:
• Complete the online application form at the following link: https://goo.gl/4sTHQz
• Email an updated resume to Zachary Cole at zachary.cole@tufts.edu