Tufts University Chaplaincy
CAFE Pre-Orientation Peer Leader Position Description

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 on April 15, 21 & 22, 2016
- Participate in Peer Leader training meeting on Friday, April 15, 2016
- Participate in two-day Peer Leader training on Tuesday, August 23, 2016 and Wednesday, August 24, 2016
- Assist with incoming student arrival day on Thursday, August 25, 2016
- 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 25-Tuesday, August 30, 2016
- 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 2016 semester as a Tufts University student
- Must remain in good academic and behavioral standing with the University
- Presence on campus from Monday, August 22-Tuesday, August 30, 2016
- 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 Day Community Fair:
  o Friday, April 15, 2016
  o Thursday, April 21, 2016
  o Friday, April 22, 2016
• Spring 2016 Training Meeting: Friday, April 15, 2016
• Peer Leader Move-in Day: Monday, August 22, 2016
• Peer Leader Training: Tuesday, August 23 and Wednesday, August 24, 2016
• CAFE Pre-Orientation Incoming Student Move-in Day: Thursday, August 25, 2016
• CAFE Pre-Orientation Program: Thursday, August 25-Tuesday, August 30, 2016

Please note that the Peer Leader position is full-time from Tuesday, August 23-Tuesday, August 30, 2016. 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 30, 2016. While you are welcome to remain on campus during Undergraduate Orientation, please be aware that semester meal plans do not begin until Sunday September 4, 2016. All meals will be provided from Tuesday, August 23 through Tuesday, August 30, 2016.
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 Monday, March 28, 2016, 11:59 pm.

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