

Tufts University Chaplaincy

CAFE Pre-Orientation 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 Student Coordinator will serve as the primary student staff contact for the CAFE Pre-Orientation program. During the spring semester, the Student Coordinator will be expected to participate in initial program planning, assist with the hiring of Peer Leaders, and support efforts to recruit incoming students. The Student Coordinator is also expected to participate in a social justice training and other trainings in the spring semester.

During the summer, the Student Coordinator will be expected to reside at or near Tufts and keep regular office hours at Goddard Chapel in order to work closely with the University Chaplaincy staff to plan all CAFE program logistics. They will also provide general support and coverage for the University Chaplaincy during the summer and may assist with other department projects.

Responsibilities

Peer Leader Recruitment and Support

- Assist with Peer Leader hiring process, including publicity, facilitating information sessions, and supporting University Chaplaincy staff with interviews
- Assist with meetings/trainings for Peer Leaders in Spring 2017 semester
- Coordinate logistics of a two-day training for Peer Leaders in August 2017, including assisting with the schedule, confirming presenters, and arranging materials
- Make Peer Leaders aware of their responsibilities and manage communication with them throughout the spring and summer

- Develop Peer Leader summer educational resources, including articles, videos, etc.
- Create folders for Peer Leaders containing the final schedules, rosters, information on site visits, and other resources
- Coordinate Peer Leader bonding opportunities, such as CAFE participant door sign making, spring bonding opportunities, Facebook group, etc.
- Serve as primary contact and support for Peer Leaders during the program
- With University Chaplaincy staff, lead morning staff meetings during the program

Incoming Student Coordination

- Assist with the development of an outreach and recruitment strategy for incoming students. This may include:
 - managing Jumbo Day recruitment, including recruitment training, Peer Leader scheduling, table set-up and giveaways, chalking, T-shirts, CAFE Banner, and other recruitment strategies. Jumbo Days are scheduled for April 2017.
 - oversee the completion of all necessary university-required forms for incoming CAFE Pre-Orientation students by the appropriate deadlines;
 - ordering CAFE T-shirts, buttons, and other publicity materials;
 - updating CAFE Pre-Orientation Facebook page;
 - creating Peer Leader spotlights;
 - updating and distributing “Day in the Life of CAFE” publicity;
 - creating a CAFE Pre-Orientation alumni testimonial project
- Create and send out welcome email/survey to all incoming CAFE Pre-Orientation students
- Maintain consistent and clear communication with enrolled incoming CAFE Pre-Orientation students, including post-card project, answering questions via email or by phone, and creating program-wide Facebook group
- Organize logistics for move-in day
- Create folders for incoming students containing final schedule, rosters, site visit information, and other resources

Other Responsibilities

- Meet with University Chaplaincy staff regularly during the spring semester and weekly during the summer
- With direction from University Chaplaincy staff, finalize schedule for six-day CAFE Pre-Orientation program (August 24-29, 2017), including confirming presenters and site visits, arranging transportation, and arranging all necessary materials

- Manage program budget, including projecting expenses, tracking actual expenses via receipts and invoices, and reconciling budget post-program
- Maintain the CAFE Pre-Orientation website and social media presence
- Develop meal plan for Peer Leader training days and CAFE Pre-Orientation program
- Communicate program updates with Peer Leaders, incoming student participants and families, campus and community partners, and all other stakeholders
- Participate in meetings and trainings with student coordinators from other pre-orientation programs, including a Spring 2017 social justice training (date TBA)
- Post-program responsibilities include:
 - arrange debrief meeting with University Chaplaincy staff and Peer Leaders and develop assessment materials and reports for the CAFE Pre-Orientation program;
 - finalize program budget;
 - 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 weekdays throughout the summer through September 1, 2017
- 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 marketing and recruitment experience preferred
- Previous office experience preferred

Details

- Schedule: June 5-September 1, 2017 (13 weeks), Monday - Friday, 9:30 am - 4:30 pm with one-hour lunch break daily. Must be present for all aspects of program from Peer Leader move-in (Monday, August 21), through Peer Leader Training (Tuesday, August 22-Wednesday, August 23), and the CAFE Pre-Orientation program (Thursday, August 24-Tuesday, August 29).
- Business casual dress
- University Holidays: 7/4/17 - Independence Day
- Vacation/Personal Days: 5 vacation/personal days
- Wages: \$4000 stipend

Application Information

To apply, please complete the following by Friday, February 3, 2017, 5 pm:

- Complete the online application form at the following link:
<http://chaplaincy.tufts.edu/student-leadership-opportunities/>
- Email an updated resume to Zachary Cole at zachary.cole@tufts.edu