

Tufts University Chaplaincy

CAFE Pre-Orientation Support Staffer 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 Support Staffer 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 Monday, August 14 through September 1, 2017. The Support Staffer will be required to reside at or near Tufts for this three week full-time period. The Support Staffer 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 2017 training session(s) with CAFE Student Coordinator and Peer Leaders
- Support incoming student publicity and recruitment efforts during Spring 2017 semester, including Jumbo Days, which are scheduled for April 2017.
- 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 2017, such as CAFE participant door sign making
- Assist in running of two-day Peer Leader training in August 2017
- Coordinate set-up, delivery, and clean-up for all meals during the program

- Support set-up and clean-up needs for CAFE schedule
- Ensure adequate supplies are provided throughout the CAFE program
- Coordinate volunteer support throughout the program
- Serve as a point person for Peer Leaders throughout the program
- Work with University Chaplaincy staff and Peer Leaders to support incoming students who may be experiencing unforeseen challenges or emergencies
- 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 14-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 office experience preferred

Details

- Full-time Schedule: August 14-September 1, 2017 (3 weeks). 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
- Wages: \$1500 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