

CAFE Pre-Orientation Student Coordinator 2020

Program: Conversation, Action, Faith and Education (CAFE) Pre-Orientation Program: Turning Conversation into Action

Mission: 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. These leaders are committed both to mutual inspiration and 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.

Availability: The position commitment is Part-Time (25 hours per week) for approximately nine weeks, beginning Monday, June 1 through Friday, August 7 with an hour for lunch and five days of vacation. From Monday, August 10 to the start of the Pre-Orientation program, the position commitment is increased to 30 hours per week. Weekly summer hours will be scheduled with the Program Advisor in the Spring Semester.

The coordinator also has spring responsibilities to be completed on a schedule organized with the Program Advisor (see below). The coordinator can expect to work approximately 5 hours per week during the Spring semester.

Student Coordinators should plan to be completely available for the duration of their leadership training and the Pre-O program itself. Note: This commitment often means long hours and being on call 24 hours/day. Post-Pre-Orientation support in September 2020 is expected, as well.

Pay: \$5,000/summer, paid bi-monthly.

Summer Housing: Double occupancy available in Hill Hall (location subject to change) with other students working on behalf of Orientation or Pre-Orientation over the summer. Housing not required.

Student Coordinator Position Overview

Tufts University offers eight Pre-Orientation Program opportunities to incoming students. The primary goal of these programs is to ease the transition into Tufts through programming that builds community and systems of support among peers and upper-class student leaders. The Pre-Orientation Team consists of members of The Office for Campus Life, Program Advisors, and Student Coordinators. This team works together throughout the year to create cohesive and impactful experiences for incoming students, and student leaders. The team collaborates on all aspects of program development, including applications, marketing, programming, and evaluation, while also building programs that are unique to the goals and medium.

The CAFE Pre-Orientation Coordinator role is a part-time (25 hours per week) position for approximately nine weeks, beginning Monday, June 1 through Friday, August 7. From Monday, August 10 to the start of the Pre-Orientation program, the position commitment is increased to 30 hours per week. The position requires working Monday–Friday with some evening and weekend commitments towards the end of the summer, as well as an increased time commitment during August and for the duration of Pre-Orientation. Some vacation and time off is possible in consultation with supervisor. No long-term vacations or time off can be planned after August 13. The CAFE Pre-Orientation Student Coordinator position reports to the Program Advisor in the Tufts University Chaplaincy and the Associate Director of Campus Life and is given a space to work in Goddard Chapel throughout the summer.

The position also works closely with the summer Undergraduate Orientation planning team. The position pays \$5,000.00 which gets distributed bi-monthly March - August.

Responsibilities may include but are not limited to:

- Meet monthly in the spring and bi-weekly in the summer with the Pre-Orientation team.
- Meet with University Chaplaincy staff regularly during the spring semester and weekly during the summer
- Remains available for the entirety of the CAFE Pre-Orientation Program, August 27-September 1, 2020, including leader training, August 24-26, 2020.
- [Spring] Reviews all program evaluation materiel from previous year and identifies changes and improvements for the upcoming program.
- [Spring] Work with Associate Director for Campus Life and Program Advisors to promote peer leader positions to the Tufts Community, using the common application.
- [Spring] Interview and select a leader staff that is diverse and committed to the first-year experience and the mission of Pre-Orientation at Tufts.
- [Spring] Assist with meetings/trainings for Peer Leaders in Spring 2020 semester.
- [Spring] Promote Pre-Orientation programs to prospective and incoming students through marketing, such as ordering CAFE T-shirts, buttons, and other publicity materials; updating CAFE Pre-Orientation Facebook page; creating Peer Leader spotlights; and updating and distributing “Day in the Life of CAFE” publicity.
- [Spring] Coordinate Pre-Orientation recruitment efforts at Jumbo Days, 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 2020.
- Develops a 2-3 day peer leader training program that includes but is not limited to: leadership development, understanding the challenges of the first-year experience, responding to common challenges, risk-management, examining identity as it relates to being a leader, building familiarity with campus resources.
- Develops Peer Leader summer educational resources, including articles, videos, etc.
- Creates folders for Peer Leaders containing the final schedules, rosters, information on site visits, and other resources.
- Collaborates and builds working relationships with various campus partners including The Office for Health Promotion, Counseling and Mental Health Services, Center for Awareness and Education, and The Office for Equal Opportunity to create leader staff and build capacity among staff to support incoming students.
- Works with Associate Director for Campus Life to review and edit the Pre-Orientation website.

- Reports regularly on the status of program Pre-Orientation to the Pre-Orientation Team.
- Communicate weekly with the Associate Director and Operations Coordinator in the Office for Campus Life on the status of program applications, wait lists, payments and program logistics.
- Collaborates with various campus partners including The Office for Campus Life, The Office for Residential Life and Learning, and Tufts Dining to organize program logistics for both leaders and participants.
- Develops a program schedule that meets the mission and overall goals of Pre-Orientation, as well as program-specific goals.
- Manages program budget, including projecting expenses, tracking actual expenses via receipts and invoices, and reconciling budget post-program.
- Maintains the CAFE Pre-Orientation website and social media presence.
- Maintains consistent and clear communication with enrolled incoming CAFE PreOrientation students, including postcard project, answering questions via email or by phone, and creating program-wide Facebook group.
- Serves as first contact person to peer leaders, first-year program participants, and participants' parents/guardians throughout the year, executing a developed communication plan during the summer to insure all students complete required forms and payments, and receive the program information they need.
- Reserves all spaces and facilities requests in a timely fashion, being sure to work in conjunction with the other Pre-O programs to allow for all programs to meet their needs.
- Create folders for incoming students containing final schedule, rosters, site visit information, and other resources.
- Maintains availability to all leaders and incoming students throughout the duration of training and the program itself, responding to any issues/incidents/accidents.
- With University Chaplaincy staff, lead morning staff meetings during the program.
- Execute a Pre-O program that is in line with the goals and mission of Tufts University and the program itself.
- Compiles a comprehensive Pre-Orientation final review on all programs following their completion.
- 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; and organize and send thank you cards to all partners and organizations.
- Performs other duties as assigned, such as providing general support and coverage for the University Chaplaincy during the summer and assisting with other department projects.

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, 2020
- 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

Applications are distributed by the University Chaplaincy for CAFE Pre-Orientation and those interested in coordinating should reach out directly to Shelby.Carpenter@tufts.edu about timeline and process.