



Pre-Orientation

Pre-Orientation Student Coordinators

Pre-Orientation is scheduled to be held in-person for 2022. However, as Tufts continues to navigate the COVID-19 pandemic and the continued uncertainty of where things may stand, this is subject to change.

Program: CAFE (Conversation, Action, Faith, and Education)

Dates and Hours: The position commitment is part-time (20 hours per week) for approximately 11 weeks, beginning Monday, June 6 through Friday, August 19. Weekly summer hours will be scheduled with the Program Advisor in the spring semester of 2022.

Each coordinator team also has spring responsibilities to be completed on a schedule organized with Program Advisors; those responsibilities are indicated by “[Spring]” below. Each coordinator can expect to work approximately 3 hours per week during the spring semester.

Student Coordinators should plan to be completely available for the duration of their leader training and the Pre-O program itself. Often, this means long hours and being on call 24 hours/day.

Post-Pre-Orientation support in September 2022 is expected, as well.

Pay: \$4100 in total with \$3,600/summer (paid bi-monthly, June to September) and \$500/spring.

Summer Housing: *Summer housing is pending Tufts determining the capacity in which the campus operates in summer 2022.* Double occupancy is available (location TBD) with other students working on behalf of Orientation or Pre-Orientation over the summer. On-campus housing not required of Coordinators.

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 Pre-Orientation Coordinator role is a part-time summer position from the beginning of June 6 to the start of the Pre-Orientation program. The position requires working Monday – Friday, with some evening and weekend commitments towards the end of the summer and an increased time commitment for the duration of Pre-Orientation. Some vacation and time off is possible in consultation with supervisor. No long-term vacations or time off could be planned after August 15. The position reports to the Program Advisors and the Associate Director of Campus Life. Coordinators are also given an office/space to work

in throughout the summer. The position also works closely with the summer Undergraduate Orientation planning team.

Responsibilities may include but are not limited to those listed below.

Responsibilities

- Meets monthly in the spring and weekly in the summer with the Pre-Orientation team.
- Remains available for the entirety of the CAFE program, including leader training which is tentatively scheduled for August 23, 2022.
- [Spring] Reviews all program evaluation materials from previous year and identifies changes and improvements for upcoming program.
- [Spring] Works with Associate Director for Campus Life and Program Advisors to promote leader positions to the Tufts Community using the common application.
- [Spring] Interviews and selects a leader staff that is diverse and committed to the first-year experience and the mission of Pre-Orientation at Tufts.
- [Spring] Promotes Pre-Orientation programs to prospective and incoming students through marketing and at Jumbo Days/Jumbo Month.
- [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.
- Develops a 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, and more.
- 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 build capacity among Peer Leader 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 their Pre-Orientation program to the Pre-Orientation Team.
- Communicates 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 *virtual* 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 Pre-Orientation students, including postcard project, answering questions via email or by phone, and creating program-wide Facebook group.
- Serves as first contact person to all program participants and their parents/guardians throughout the year, executing a developed communication plan during the summer to ensure 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.
- Is available to all leaders and incoming students throughout the duration of training and the program itself, responding to any issues/incidents/accidents.
- Executes a Pre-O program that is in line with the goals and mission of Tufts University and the program itself.
- Gathers feedback and evaluation from leaders and participants.
- 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.

The application form can be found on our website (<https://chaplaincy.tufts.edu/cafe/>). **All applications are due by 11:59 P.M. EST on Friday, January 21, 2022** with interviews for selected candidates the following week of January 24, 2022.

Applications are distributed by CAFE directly and those interested in coordinating should reach out directly to University Chaplaincy Program Coordinator Shelby Carpenter (shelby.carpenter@tufts.edu) about the timeline and process.