



Pre-Orientation

CAFE Pre-Orientation Student Support Staffer 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 in the incoming class. CAFE encourages leadership with a commitment to introspection, inspiration, and to making positive change in the world. The program involves:

- getting to know self and others;
- identifying strengths in terms of religious and philosophical literacy and where there is room to grow;
- consciousness-raising about issues of social justice, both on campus and in the wider community;
- training on how to make a positive change through community organizing and activism.

Availability: The expected summer commitment is 30 hours per week from Monday, August 13 to the week after the CAFE Pre-Orientation program, Friday, September 4 (reduced hours September 2 - 4). Dates for this year's program are August 27 through September 1, 2020. Student Support Staffers should plan to be fully available during these dates. Note: This often involves long hours and includes being on call 24 hours/day during the week of CAFE.

In addition, each support staffer has spring responsibilities to be completed on a schedule coordinated with the CAFE Pre-Orientation Student Coordinator and University Chaplaincy Program Advisor. Those responsibilities are described below. The support staffer can expect to work approximately 3 hours per week during the Spring semester.

Pay: Stipend of \$1,600 (payment schedule to be determined)

Position Overview

Reporting to the University Chaplaincy Program Adviser, the CAFE Pre-Orientation Support Staffer will support the CAFE Pre-Orientation Student Coordinator and provide logistical support for three weeks from Monday, August 13 to the start of the CAFE Pre-Orientation Program, Thursday, August 27. This position will also be expected to provide post-program support through the week after the CAFE Pre-Orientation program, Friday, September 4. The Support Staffer will be required to reside at or near Tufts for this three week period. The Support Staffer will also assist in the hiring of Peer Leaders, attend Peer Leader meetings/trainings, assist with incoming student recruitment, and some program preparations during the spring semester. The Spring Semester responsibilities will require at least 2 to 3 hours of work per week, depending on the needs of the program.

Responsibilities may include but are not limited to:

- Check-in with University Chaplaincy staff monthly throughout the spring and summer and daily during the three week full-time period.
- [Spring] Assist the Program Advisor and CAFE Student Coordinator in hiring Peer Leaders for the 2020 program in March.
- [Spring] Attend Spring 2020 training session(s) in early to mid April with CAFE Student Coordinator and Peer Leaders.
- [Spring] Assist with publicity and recruitment efforts focused on new first-year students, during Spring 2020 semester, including Jumbo Days (scheduled for mid April 2020).
- Work with CAFE Student Coordinator to finalize schedules, confirm presenters and visits potential religious sites, 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 2020, such as CAFE participant door sign making.
- Assist in the running of two-day Peer Leader training in August 2020.
- 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 10 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 justice 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



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- 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

Application Information:

Please complete the following by January 31, 2020, 5 p.m.

1. Complete the online application form at the following link:
<http://chaplaincy.tufts.edu/student-leadership-opportunities/>
2. Email your resume to Shelby Carpenter at Shelby.Carpenter@tufts.edu