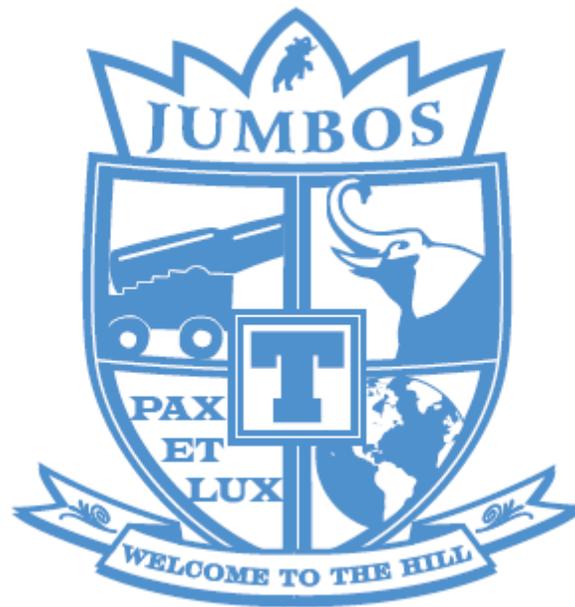


# 2018 Orientation Coordinator Information and Application

- \*Coordinator for Academic Programming, Training and Leadership
- \*Coordinator for Communication and Social Media
- \*Coordinator for Co-Curricular Programs and Major Events



Submit by Friday January 26, 2018  
to [orientation@tufts.edu](mailto:orientation@tufts.edu)

## ***Orientation Coordinator Positions:***

The office of Orientation at Tufts University are seeking current full-time students to fill three (3) Orientation Coordinator positions for the 2018 Undergraduate Orientation program (***graduating seniors are eligible***). We are looking for dedicated, energetic and organized students to spearhead one of three major areas of the upcoming Undergraduate Orientation experience. The three available positions are:

- 1. Coordinator for Academic Programming, Training and Leadership***
- 2. Coordinator for Communication and Social Media***
- 3. Coordinator for Co-Curricular Programs and Major Events***

All positions are full-time for the entirety of summer 2018, and will report directly to Joseph Golia, Director of Campus Life.

## ***General Requirements:***

1. Orientation Coordinator must be enrolled as a full-time undergraduate student at the time of application (graduating seniors are eligible). They must be in good standing in matters relating to academics and student conduct; all candidates' academic and judicial records will be reviewed. The University reserves the right to decline participation to any student who does not meet requirements.
2. Orientation Coordinators may be required to participate in limited planning and coordination meetings during the Spring 2018 semester, including Jumbo Days. Schedule to be determined.  
***Note: Students studying abroad during the Spring semester MAY still apply for any position.***
3. Orientation Coordinators must have an overall working knowledge and understanding of the University and be able to accurately and effectively express this knowledge and understanding to fellow student leaders, incoming first-year students, parents and families.
4. Orientation Coordinators are expected to understand their role as University para-professionals serving as representatives of the offices of Campus Life and Undergraduate Education. Coordinators will act in a professional and responsible manner while executing their position responsibilities.
5. Successful Orientation Coordinators will possess the following skills:
  - \*Strong communication skills, organizational skills and attention to detail
  - \*Ability to work cooperatively with supervisors and peers
  - \*Willing to take initiative and work independently
  - \*Ability to handle multiple tasks simultaneously and follow up on responsibilities
  - \*Experience using Microsoft Word and Excel
  - \*Ability to work in stressful and fast paced environment
  - \*General understanding of social media platforms.
  - \*Ability to laugh and have fun!

## ***Time Expectations/Compensation***

### ***Spring Semester:***

Orientation Coordinators may be required to participate in limited planning and coordination meetings during the Spring 2018 semester, including Jumbo Days. Schedule to be determined.  
*NOTE: Exceptions will be made for students participating in a study abroad program during Spring Semester.*

### ***Summer:***

Full-time Coordinator positions begin on June 4, 2018 and end with the final Orientation program on Labor Day, September 3, 2018. Summer position will be based on a 30 hour work week, M-F, 9-4 (hour for lunch). Some nighttime and weekend hours will be required toward the end of the summer and then during the actual Orientation program. There are a few expectations following Orientation, including final paperwork, cleaning office, debriefing meeting etc.

### ***Compensation:***

A taxable stipend of \$4,500.00 will be provided. The stipend will be paid through weekly payroll. An additional \$500 in JumboCash is intended to assist with lunch during the work week. One week of unpaid vacation may be taken with prior supervisor approval.

**Housing:** Housing in the University Summer Housing system (double room) is available at no additional cost. Housing on campus is not required.

### ***Restrictions:***

**To be an Orientation Coordinator you may NOT have commitments of any kind for other student leader or employment responsibilities for the duration of the Orientation program.**

## ***Position Descriptions:***

### **Coordinator for Academic Programming, Training and Leadership:**

The Coordinator for Academic Programming, Training and Leadership will be responsible for assisting staff from the Office of Student Success and Advising on all aspects of academic programming in the Orientation calendar. In addition, the Coordinator will work closely with the Office of Residential Life and Learning assisting in all aspects of FYA (First Year Assistant) and CDA (Community Development Advisor) training and preparation related to Orientation responsibilities. The Coordinator will also work closely with the other Coordinators to make Orientation a success. Specific responsibilities include:

- Work closely with Orientation program supervisors and Graduate Intern in planning and coordinating the academic programming parts of Orientation.
- Assist in all aspects of leader training and preparation for all Orientation programming.
- Help maintain a database of leaders and provide regular contact throughout the summer on behalf of the Orientation Office.
- Serve as contact for leaders during actual Orientation program.
- Develop initiatives for concurrent Transfer Student Orientation program.
- Other duties as assigned.

### **Coordinator for Communications and Social Media:**

The Coordinator for Communications and Social Media will be responsible for the development of a comprehensive Orientation communication plan focusing on both incoming students and internal Tufts constituencies. The Coordinator will work closely with the other coordinators to ensure a seamless experience for new students. Specific responsibilities will include:

- Facilitate communication among all individuals and departments involved in the Orientation program.
- Work closely with the Student Affairs Communications Specialist on all aspects of communication with the First Year Class, parents and families.
- Answer all calls to the Orientation Office and respond appropriately.
- Manage Orientation e-mail account and respond to all inquiries appropriately and timely.
- Maintain and manage all Orientation social media accounts.
- Hire, train and supervise Orientation Support Staff.
- Other duties as assigned.

### **Coordinator for Co-Curricular Programs and Major Events:**

The coordinator for Co-Curricular Programs and Major Events will be responsible for coordinating and implementing all of the major co-curricular events for the Orientation program, in cooperation with the Office for Campus Life (OCL). Specific responsibilities will include:

- Coordinate with outside vendors and University departments in implementing all major events. Coordinate all contracts for speakers and event presenters.
- Assist with all aspects of opening night welcome event.
- Contact, schedule and coordinate student performances for various events during Orientation, including follow-up from OCL's Spring outreach to these groups.
- Serve as main contact person for all student performance groups returning early for Orientation programming.
- Work closely with Coordinator for Communications and Logistics in scheduling and advertising major events.
- Assist with management of all major social events during the orientation period.
- Other duties as assigned.

## ***The Application:***

All applicants should complete the requirements listed below. *Applications should be e-mailed to: [orientation@ase.tufts.edu](mailto:orientation@ase.tufts.edu) with "Orientation Coordinator" in the subject line by 1/26/18. Selected interviews will be conducted shortly thereafter.*

***Please limit your application to no more than 2 pages.***

1. Please include the following information in your application.  
***-Name (first/last), Sex, Class Year, Major, ID #***  
***-Local Address, Phone Number, Tufts E-Mail***
  
2. Indicate position(s) for which you are applying. If interested in more than one position, please rank in order of interest.  
\_\_\_\_ ***Coordinator for Academic Programming, Training and Leadership***  
\_\_\_\_ ***Coordinator for Communications and Social Media***  
\_\_\_\_ ***Coordinator for Co-Curricular Programs and Major Events***
  
3. Have you been involved in any aspect of Undergraduate Orientation in the past? If so how and when?
  
4. Please respond to the following three questions.
  1. What does the ***Tufts Experience*** mean to you? Please start or end your response with three words that summarize your Tufts Experience.
  
  2. Please share a personal highlight of your ***Tufts Experience*** so far and how this experience can help and shape your work as an Orientation Coordinator.
  
  3. During their time at Tufts many students experience being a leader and being part of a team. Why is the idea of working as a team so important and what will you contribute individually to this year's Orientation team?

**Interviews:** Following a review of applications, eligible candidates will be scheduled for individual interviews with the Undergraduate Orientation team. Study Abroad candidates are still eligible even if away during the interview process.

**References:** We will require names and contact information of at least 2 (two) references at the time of your interview. You may also include reference information in your original application.

*Completed Applications should be e-mailed to: [orientation@tufts.edu](mailto:orientation@tufts.edu) with "Orientation Coordinator" in the subject line by January 26, 2018. Questions, please contact Joseph Golia, Director of Campus Life at [joseph.golia@tufts.edu](mailto:joseph.golia@tufts.edu).*