Job Title: Program Coordination Intern
Position Type: Internship/Office Support

Department/Group: Tufts Institute of the Environment
Date posted: September 8, 2011

Location: Miller Hall, Medford campus
Posting Expires: 9 am – Monday, Sep. 19th 2011

Level/Salary Range: Undergrad Student - $10/hr

Weekly Hours: 10 – 12 hours/week (+ some extra nights/weekends)
Duration: Fall/Spring Semester

Internal posting URL: http://environment.tufts.edu

Applications accepted by e-mail only:
Please send resume and brief statement of interest to Emily.Geosling@tufts.edu with subject line “Internship -

Job Description:

Help organize and plan events throughout the semester related to the TIE Fellowship programs and any other programs sponsored by TIE. Responsible for maintaining office environment and assisting on projects as they arise.

Must be available in the Spring. Must work AM hours. Some evening & weekend hours may be required.

Also acts as Alumni Liaison between TIE and the Tufts Environmental Alumni chapter.

Duties:

• Intern will work independently with various offices and vendors to organize and assist with events.
• Have an active contribution to publishing newsletters, brochures, and website content.
• Assists with general administrative needs for the Tufts Institute of the Environment.
• Contributes to team effort by accomplishing related results as needed.

Skills/qualifications:

• Writing and researching abilities for a general professional office
• Punctuality, attention to detail, and professional demeanor
• Ability to work on several projects simultaneously
• Work-study preffered

Reviewed By:

Contact: Emily Geosling, Office Assistant
E-mail: Emily.Geosling@tufts.edu

Last Updated By: