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

Department/Group: Tufts Institute of the Environment  
Date posted: August 3, 2012

Location: Miller Hall, Medford campus  
Posting Expires: Sept. 8, 2012

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 or Tufts JobX only: Please send resume and brief statement of interest to Emily.Geosling@tufts.edu with subject line “Internship -

Job Description:

Intern will help organize, plan and support events for the Tufts Institute of the Environment and assisting on TIE's programs and events throughout the year. Also responsible for maintaining some design work and communications for TIE. Approximately 50% of work is related to general office support: maintaining spreadsheets, processing forms, purchasing supplies, organizing storage areas, etc.

Duties:

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

Skills/qualifications:

• Well organized and strong attention-to-detail for repetitive office tasks.  
• Writing and researching abilities for a general professional office.  
• Punctuality, creativity, and professional demeanor  
• Ability to work on several projects simultaneously

Reviewed By:

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

Last Updated By: