

## **SUMMER ASSISTANT POSITION DESCRIPTION AND EXPECTATIONS**

### **Summer Assistant Position Overview:**

We are seeking motivated, hard-working, creative, high energy, team-oriented students and recent graduates to work as seasonal staff/summer assistants at the Tufts University European Center in Talloires, France during the summer of 2025.

- Summer Assistant positions vary in length – up to three months (maximum).
- Summer Assistants work and live at the European Center in Talloires.
- Compensation is \$600 a week, plus round-trip travel from Boston to Geneva and room/board at the European Center.
- The Summer Assistant position involves a wide variety of responsibilities and tasks. Daily and weekly schedules will vary.
- French language skills and ability to drive a manual transmission (stick-shift car) are a plus. Please note: a valid driver's license is required to drive in France.
- Candidates should be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) to support administrative tasks and program logistics.

The Tufts European Center welcomes a variety of groups to its public spaces including during evenings and weekends. Summer Assistants are expected to adapt accordingly. Please complete the application along with your cover letter and resume no later **Friday, January 24, 2025, at 5pm.**

**NOTE:** Selected Summer Assistants will be required to attend mandatory training sessions ahead of the start of the season. Dates and times for these trainings will be shared by mid-March.

### **Summer Assistant General Description:**

The Tufts European Center is a very unusual, yet exciting, workplace. The building where we work and live is an 11th century, former Benedictine Priory that requires special consideration, care and maintenance. We work with, welcome, and support a wide range of people with a wide range of needs: from students and faculty to university colleagues, conference guests, alumni and Talloires townspeople. While the workday is rarely nine to five and there can be very long and busy workdays and workweeks. Despite the workload however, a position at the European Center in Talloires offers many unique and important opportunities for learning and growth - both personal and professional. Summer Assistant responsibilities are quite varied and extend over the broad categories which are described in more detail below.

### **Personal Qualities and Skills:**

Candidates should be energetic, adaptable, professional, team-oriented people with a positive attitude! We are looking for people with strong organizational, leadership, and customer service skills and an understanding of the importance of professionalism. Candidates should be able to work with a wide range of clients in an ever-evolving environment. They should be able to multi-task, pay attention to detail, take initiative, and work both independently and as a collaborative member of the team. Maintenance/fix-it skills are a plus. Preference is given to candidates with a working knowledge of French and who can drive a manual transmission car (stick-shift car).

### **Operations and Maintenance (approx. 40%)**

Operations responsibilities are a significant piece of the position and include a wide variety of tasks involved with maintaining and ensuring the cleanliness and good order of the buildings, grounds, vehicles and equipment. Operations will include:

- General building maintenance including daily cleaning of public/common areas and bathrooms
- Managing house laundry

- Moving tables, chairs and other furniture for set-up or breakdown of classes, meetings, or events,
- Managing building trash, recycling, and compost
- Securing of the Priory (European Center) each night

Additional responsibilities include but are not limited to assisting with building and grounds projects, minor repairs, yard work, maintaining cleanliness of European Center vehicles, and keeping Priory equipment in good working order.

### **Academic Program Support (approx. 30%)**

Summer Assistants are an important resource for all the members of the Tufts community in Talloires. They are key facilitators for student and faculty experiences, and work to ensure the smooth delivery of high-quality programs. Summer Assistants work closely with one another and with the European Center's Director and Assistant Director, as well as with faculty and local French partners to help to lead academic and cultural excursions into the region around Talloires. French language skills are preferred, as assistants will frequently interact with local French partners to facilitate program activities.

Some of the program support responsibilities include:

- Ensuring proactive classroom set-up and maintenance
- Providing A/V and tech support
- Creating and maintaining Bulletin Board with program information and announcements
- Welcoming guests, visitors, invited speakers and alumni
- Assisting with coordination and leading of program activities such as class excursions, local hikes, or special on-site events
- Preparing/composing event publicity; documenting and taking photos of students/activities
- Maintaining accurate student records and participant lists
- Preparing student groups in advance of trips, activities, or events
- Preparing 'Game Plans' ahead of each activity and event
- Composing and archiving a "Final Report" for all lead activities

### **General Office Support (approx. 20%)**

The European Center has a Front office/Reception area where administrative duties are carried out. Office support responsibilities are very general and include:

- Ensuring professional presentation of the front office and reception area
- Greeting visitors and responding to questions; Answering the phone
- Photocopying/scanning/faxing
- Maintaining filing systems/program binders
- Ensuring office coverage; Providing general support for faculty and students

### **Meetings, Seminars, and Event Support (approx. 10%)**

Beyond the academic programs, the European Center hosts regular meetings/seminars, lectures and cultural events. These responsibilities may include:

- Set-up and break-down of meeting rooms
- Preparing and facilitating group events
- Preparing and staffing coffee/snack breaks for meetings and seminars
- Setting up and managing eat-in catered meals for meetings and seminars
- Assisting with technology and A/V needs
- Facilitating transportation for participant guests
- Leading outings/excursions for participant guests

### **Additional General Information:**

- European Center summer assistants are provided with housing in double or triple rooms in the private

quarters of the European Center building.

- The work week extends over seven days and averages a 40-hour work week with one guaranteed day off per week.
- Summer Assistants are expected to clean and maintain their own rooms as well as the common areas of the private living quarters (i.e., kitchen, laundry room, bathrooms, etc.).
- Summer Assistants eat all meals together and take turns preparing nutritious dinners for the staff, as well as cleaning and maintaining the kitchen area.