



## TUFTS UNIVERSITY EUROPEAN CENTER – *Talloires, France*

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# INTERNSHIP DESCRIPTIONS AND EXPECTATIONS – SUMMER 2019

## INTERNSHIP OVERVIEW

We are seeking motivated, hard-working, creative, high energy, team-oriented students and recent graduates to work as seasonal interns at the Tufts University European Center in Talloires, France during the summer of 2019.

- Internship length varies from about two to three months.
- Interns work and live at the European Center in Talloires.
- Compensation is \$520.00 / week, travel to and from Boston / Geneva, as well as room and board at the European Center.
- Internships involve a wide variety of tasks. Daily and weekly schedules will vary. There is no typical workday.

Please submit your resume, cover letter and completed application to the European Center no later than **5pm, Friday, January 25, 2019**. Email applications may be sent to: [france@tufts.edu](mailto:france@tufts.edu).

## THE TALLOIRES CHALLENGE

The Tufts European Center is a very unusual workplace. The staff interacts with students and faculty, as well as local businesspeople and professionals from around the world. The workday is rarely, if ever, nine to five and there can be extraordinarily long and busy work days. Despite the workload, an internship in Talloires offers many unique opportunities for learning and growth. Where there are certainly aspects about living and working in Talloires that can be challenging, there are many opportunities to gain skill sets with lifelong value and application, making it well worth the effort.

## TUFTS EUROPEAN CENTER MISSION STATEMENT

The Tufts University European Center's mission is to provide Tufts with an educational facility in Europe, to extend the resources of the University to include the European Community, and to promote international exchange by serving as a meeting place and learning center. Programs developed and administered by the Center are consistent with the philosophy and objectives of Tufts University and the School of Arts, Sciences and Engineering.

## FUNCTIONS AND GOALS

- To provide effective, efficient personnel and facilities management while developing and implementing educational programs, conferences, seminars, meetings and other special events consistent with our mission.
- To develop, plan, and implement educational programs, conferences, seminars, and meetings for the members of the Tufts University community, including students, faculty, staff and alumni.
- To review and respond to inquiries from external groups requesting the use of the Tufts University European Center facility or information about Tufts University in the USA.
- To work with affiliated organizations like the Amis du Prieuré in France and the MacJannet Foundation in the USA to further the goals of the Tufts European Center.
- To work closely with the town of Talloires and its working community to provide appropriate services to a varied constituency of conference participants and other guests.
- To work to uphold and promote the values of building donors, Donald and Charlotte MacJannet.

## GENERAL POSITION DESCRIPTION

Summer interns at the European Center in Talloires live and work together at the European Center in Talloires. Responsibilities are quite varied and extend over the broad categories described below.

### OPERATIONS AND HOUSEHOLD MAINTENANCE

Operations responsibilities include helping to maintain and ensure the cleanliness and good order of the buildings, grounds, vehicles and equipment. Typical operations work includes moving tables, chairs and other furniture as required for set-up or breakdown of classes, meetings or events; general building maintenance including day-end cleaning and securing of the Priory, managing building trash, recycling and composting, cleaning and stocking bathrooms, and managing house laundry. Responsibilities also include welcoming visitors and guests to the building and providing general information about Tufts, the European Center and the Priory. Staff may have to provide transportation to and from Annecy and Geneva using stick shift vehicles. Staff is also responsible for keeping European Center vehicles clean, properly maintained, and adequately supplied with gas. Additional responsibilities include, but are not limited to: assisting with building and grounds projects, minor repairs, light yard work and keeping Priory equipment running smoothly.

### OFFICE AND ACADEMIC SUPPORT

Office and academic support includes providing office services such as greeting clients, answering phones, photocopying, faxing, word processing, maintaining academic databases and filing systems, ensuring office coverage, supporting academic programs, offering student services and providing assistance for faculty. Responsibilities may include assisting with or leading extracurricular program activities such as field trips, local hikes or special events all of which involve maintaining accurate participant lists, as well as facilitating event publicity, speaking to student groups in advance of trips or events, design and distribution of flyers and newsletters, or updating bulletin boards. Interns frequently work closely with one another and with full-time staff, as well as with faculty and with local French transportation partners in helping to lead course or program excursions and to ensure smooth delivery of programs. Interns are frequently responsible for helping to inform and guide student program participants.

### CONFERENCE AND EVENT PLANNING

Conference responsibilities include: assisting with the coordination of conference details (hotels, restaurants, transportation, billing), set-up and break-down of meeting rooms, preparing and facilitating conference events, preparing and staffing coffee breaks and catered meals, and acting as a liaison with conference clients/staff. Additional responsibilities include, but are not limited to: assisting with conference and special event technology needs, managing conference supplies, facilitating conference transportation, leading outings.

### OTHER

European Center summer interns are provided with housing in double or triple rooms in the private quarters of the European Center. Staff is expected to clean and maintain the common areas of the private living quarters (bedrooms, laundry room, bathrooms). Staff members eat all meals together. They take turns preparing nutritious dinners, as well as cleaning and maintaining the kitchen area. The European Center welcomes numerous groups to its public spaces including evenings and weekends. Staff members are expected to adapt accordingly.

## FINALLY....PERSONAL QUALITIES AND SKILLS

Candidates should be energetic, flexible, patient, team-oriented people with a positive attitude and a warm and friendly personality! We are looking for people who have customer service and hospitality experience, an ability to work with a wide-ranging clientele (students/faculty/staff/local vendors/conference clients), an ability to multi-task, take initiative, work independently and as a team, an attention to detail, some maintenance/fix-it skills along with a respect/concern for building upkeep, a strong sense of professionalism, and a working knowledge of French.