

Project Information & Details

Hi Jumbos! Thank you for partnering with the Tufts Career Center to offer experiential opportunities to undergraduate students looking to gain valuable project-based experience to add to their resumes.

This year we have transitioned the program to our networking and mentoring community, [The Herd](#). This results in a seamless process for students looking to view and access your projects. Alumni will be able to submit projects for review, manage and interview applicants, and close projects, as well as receive automated updates throughout each step of the process.

[Enter your Project Proposal here.](#)

Please provide the following information and details about your specific project needs so that we can ensure you reach the right candidates for the role you are hoping to fill. The Project Sample below will walk you through the various fields you will need to include in your project description. These fields will be required for submitting a project for review and approval by the Tufts Career Center. We recommend that you have all these details prepared in advance before submitting your project.

Section 1. Company Details:

We recommend including the name of your organization, website, and upload a company logo for this section. If your company has submitted a project in the past, the information will be pre-populated; otherwise, you will be able to create a new company during your submission process.

Section 2. Project Basics:

In this section, you will want to include the Project Title/Role you are hiring for, a project description, an icon that best aligns with your needs (Photo options are available to choose from) as well as the industries that best match the type of work and organization from a drop-down menu of options.

Sample Description: Data Analyst, Project Description: the project entails completing data analysis to determine best target populations for marketing and product sales. The project will include aggregating data, reviewing data for market trends, updating Excel spreadsheets, and creating PowerPoint presentations with data summaries and presenting them to various departments within the organization.

Section 3. Additional Details:

In this section you will need to provide additional information regarding the project, including payment, i.e., paid (lump sum amount) or unpaid, duration (number of hours required for your project), start and end dates for the project, and project qualifications that you are seeking from the students.

Sample Pay Amount: \$1,500 (based on \$15.00 per hour for 100 hours total)

Sample Duration: 100 hours

Sample Start & End Date: May 1, 2021 – May 25, 2021

Sample Qualifications: Seeking a sophomore, junior, or senior with analytical skills and interest and/or experience in marketing or marketing type of roles (ex. prior internship). Students should have beginner-level knowledge of Excel, including the ability to create pivot tables and charts. In addition, students should have intermediate skill-level in PowerPoint and be comfortable presenting to various staff members in Zoom or another virtual environment. **This will be a remote project where the student will work 30 hours per week between the hours of 9 am – 5 pm, Monday – Friday (EST) to align with the current business hours of the organization.**

Section 4. Application Preferences:

In this section you will have to select the student types (i.e., class years) you are seeking (freshman, sophomore, junior, and senior), the expiration for the posting, requirements for the application such as a resume and/or cover letter as well as any other documents you may need (ex. writing sample, data project, etc.)

Note: This program is only available to currently enrolled Tufts undergraduate students seeking project-based experience in lieu of internships or other experience-based opportunities. We ask that graduate students and alumni not apply for these opportunities.

Section 5. Project Policy Guidelines (Waiver document to be signed by all project managers)

Each project creator/manager will be asked to sign a waiver that outlines required project policies such as non-discrimination, Fair Labor Standards, and health and safety. It is important that each project manager review this information and abide by these policies before interviewing and offering a candidate your open project position. If you have any questions about this information, please contact Sue Atkins, Associate Director, Employer Relations at Tufts University at susan.atkins@tufts.edu.

COVID-19 Disclaimer: We ask alumni proposing projects to review our disclaimer regarding COVID-19

Tufts University is pleased to offer off-campus in-person and virtual internship opportunities to students interested in exploring professional outlets for their skills and disciplines of study. In the current public health environment, where there is an ongoing risk of transmission of COVID-19, the University is committed to prioritizing the health and safety of the greater Tufts community, as well as the general public. This commitment extends to students who choose to participate in off-campus internships and to all individuals they may encounter for the duration of the internship experience.

Tufts encourages students to discuss shared expectations with a potential internship site before they begin their internships, to confirm if they will be working remote, in-person or hybrid, and to understand the COVID protocols for each opportunity they choose to pursue, including the following:

- Tufts expects internship sites to follow all available public health guidance and protocols from state and health authorities and to take appropriate precautions to prioritize the health and safety of all participants, including by implementing infection-control measures such as requiring face coverings and social distancing in all internship locations where students might be placed.
- Tufts expects students to follow the University's policies and guidelines around infection control and, where appropriate, to comply with additional precautions that may apply at the internship site.

Tufts does not control or operate external placement sites and cannot advise students or employers on state or federally mandated COVID protocols. However, if students have concerns regarding their health, they are encouraged to use resources available through Tufts COVID webpage: <https://coronavirus.tufts.edu>.