Community Engagement Graduate Assistant

*Up to 19 hours and at least 3 days a week*

*Start date between July 1 and September 1, 2017; end date approximately June 1, 2018*

$16/hour

This position reports to the Community Engagement Administrator.

To apply, send a resume and cover letter to sarahbou@mit.edu with the subject “Community Engagement Graduate Assistant Application.”

Get great experience supporting MIT students’ community engagement activities!

The MIT Priscilla King Gray Public Service Center is seeking a graduate assistant for the center’s community engagement programming for the 2017-2018 academic year, with the possibility of extension into summer 2018 and the following academic year.

The Community Engagement Graduate Assistant will support the Community Engagement Administrator in planning and implementing local and national volunteer service programs. The Graduate Assistant will primarily be responsible for the CityDays program, as part of MIT’s Together in Service Initiative; the CityDays program supports MIT students, staff, and faculty by organizing a large-scale day of service throughout the Greater Boston Area in April. The Graduate Assistant will also assist in the planning and facilitation of several cohort-based service immersion programs. These programs include the Four Weeks for America program, Freshman Urban Program, and Alternative Spring Break. There will also be opportunities to support our other community engagement, public service, and outreach programs.

Precise tasks will depend on the skills and interests of the chosen applicant, but include:

- Liaising with community partners to develop opportunities for students, staff, and faculty
- Identifying and developing on-the-ground resources and training materials to assist volunteer work
- Pitching volunteer opportunities to classes and student groups at MIT
- Publicizing programs throughout various MIT outlets and systems
- Planning and facilitating events such as reflection exercises, speaker events, orientation events, and training sessions
- Helping with risk management and documentation processes
- Advising students on developing project or volunteer ideas and seeking funding (when necessary)
- Providing communication and logistical support for students, staff, and faculty engaging in service
- Collecting and maintaining program data and assisting with reports
- Reviewing surveys, conducting program evaluation, and writing reports about programming
- And supporting student, staff, and faculty inquiries regarding service opportunities!

**Qualifications:**

- Currently enrolled in a master's degree program for higher education, social work, or other similar program
- Experience in service learning, volunteer programs, and/or public service
- Comfort with juggling different tasks and working with varied stakeholders
- Excellent writing skills
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Attention to detail
The 2017 academic calendar at MIT is as follows:
Fall semester - September 5 - December 22
Independent Activities Period – January 8 – February 2
Spring semester - February 5 – May 25

Precise work dates can be made to fit with the Community Engagement Graduate Assistant's own academic calendar.

Sarah Bouchard
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