Community-Based Employment Graduate Student Assistant

*Up to 19 hours a week, flexible*
*Rate: $16 an hour*

This position reports to Chiara Magini, Community Employment Administrator, MIT PKG Center

To apply send a resume and cover letter to cmagini@mit.edu

*Build your experience supporting MIT students’ community-based employment locally, nationally, and overseas!*

The MIT Priscilla King Gray Public Service Center (PKG Center) seeks a graduate assistant to help with community-based employment for the 2018-2019 academic year, with the possibility of extension into summer 2019 and the following academic year for students in multi-year programs.

The Federal Work-Study (FWS) and Social Action Employment (SAE) initiatives support MIT students in obtaining and supporting meaningful community-based employment at key non-profit and public agencies, and social enterprises that can benefit from MIT’s distinctive strengths and provide high-quality student experiences.

We are seeking a Graduate Student Assistant to help the Community Employment Administrator with all aspects of both initiatives. There may also be opportunities to help with our local volunteer and outreach programs. Precise tasks will depend on the skills and interests of the chosen applicant, but some areas we are definitely looking for help with include:

- Liaising with community partners to develop employment opportunities for students
- Pitching FWS/SAE opportunities to classes and student groups at MIT
- Producing and distributing publicity and communication materials for both initiatives
- Reviewing student applications
- Planning and implementing events such as reflection dinners, community partner meetings, orientation events
- Handling risk management and documentation processes
- Advising students on developing employment ideas and funding when applicable
- Managing student bloggers
- Program evaluation
- Identifying on-the-ground resources to assist the students in their work
- And a little shredding!
Qualifications:

- Comfort with juggling different tasks and working with varied stakeholders
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Attention to detail

The 2018-2019 academic calendar at MIT is:

- Fall semester - September 4 - December 21, 2018
- Independent Activities Period (IAP) – January 7 – February 1, 2019
- Spring semester - February 4 – May 24, 2019

Precise work dates can be made to fit with the grad assistant’s own academic calendar.