Community Engagement Graduate Assistant

Up to 19 hours and at least 3 days a week  
Start date between July 1 and September 1  
$13/hour

Applications being accepted until April 3, 2015  
To apply send résumé and cover letter to awitzel@mit.edu

Get great experience supporting MIT student's community service activities!

The Massachusetts Institute of Technology Public Service Center (http://web.mit.edu/mitpsc/) is seeking a graduate assistant for the Public Service CityDays Campaign and other community engagement programs for the 2015-2016 academic year, with the possibility of extension into summer 2016 and the following academic year.

The Community Engagement Graduate Assistant will be primarily responsible for the CityDays campaign; the CityDays campaign supports MIT students, staff, and faculty by organizing volunteer opportunities throughout the semester in the Greater Boston Area. This position will support the Community Engagement Administrator in other PSC community engagement programs including Four Weeks for America, Freshman Urban Program, and Alternative Spring Break. There will also be opportunities to help with our other 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 opportunities for students, staff, and faculty
- Identifying on-the-ground resources to assist volunteer work
- Researching and writing showcase stories about the above programs that can be used in our public materials and donor reports
- Pitching volunteer opportunities to classes and student groups at MIT
- Publicizing programs throughout various MIT outlets and systems
- Planning and implementing events such as reflection exercises, speaker events, orientation events, and training events
- 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
- Reviewing surveys, conducting program evaluation, and writing reports about programming
- And supporting student, staff, and faculty inquiries regarding service opportunities!

Qualifications:

- Current enrolled in a master's degree program
- Experience in service learning, volunteer programs, and/or public service (preferred)
- 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
- Ethic for service
The 2015 academic calendar at MIT is as follows:
Fall semester - September 8 – December 18
Independent Activities Period – January 4 – January 29
Spring semester - February 2 – May 12

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

Again, please send resume and cover letter to Addison Witzel by April 3, 2015:

Addison Witzel
Community Engagement Graduate Assistant
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