

# Job Description



<b>Position Title:</b> Graduate Student Assistant for Social Innovation	
<b>Reports to:</b> Assistant Dean/Director	<b>% Effort or Wkly Hrs:</b> 19
<b>Department:</b> Priscilla King Gray Public Service Center	<b>Prepared by:</b> Rebecca Obounou
<b>Date:</b> 1/25/2020	

## Position Overview:

The PKG Center for Public Service is the epicenter of public service at MIT. It is a small collegial and welcoming office. The PKG Center's overarching goals are to *tap and expand MIT students' unique skills and interests to prepare them to explore and address complex social and environmental challenges. We educate students to collaborate ethically and effectively with community partners to engage in meaningful public service, today and in their lives beyond MIT.*

Social innovation is one of the vehicles by which many MIT students are engaged in public service. IDEAS is the PKG Center's annual innovation, service, and social entrepreneurship challenge for 200+ graduate and undergrad students working on domestic and international projects to meet the needs of underserved populations. The IDEAS Social Innovation Challenge provides an important space at MIT for supporting and recognizing student social innovators and entrepreneurs. Under the direction of the Assistant Dean for Social Innovation, the program will continue to facilitate student networking around social impact projects, promote students' development of ethical frameworks and practical skills, serve as a bridge between MIT students and outside professionals and alumni using business and innovation for social good, and strengthen the PKG Center's visibility on-campus.

The Graduate Assistant will be responsible for a variety of tasks, including outreach and communications work for the program, reviewing grant applications and providing feedback, writing news articles, and networking with key partners (especially those who are part of the innovation and social entrepreneurship ecosystem here at MIT and in the Boston area). This role will also be responsible for running logistics and managing volunteers for several large campus events. We are looking for someone who would be comfortable representing the program to corporate sponsors and various other stakeholders.

## Principal Duties and Responsibilities:

- Assist in designing, planning, coordinating, implementing, delivering and assessing PKG Center's social innovation program(s) several large campus events, plus numerous smaller program events, workshops, and activities throughout the year (occasional evenings and weekend events).
- Assist in the design, development and implementation of on campus outreach efforts.
- Assist in reviewing applications and making collaborative decisions regarding grant awards.
- Assist in identifying and developing cross-campus partnerships and serve as a liaison for relevant offices, departments and groups.
- Assist in supporting student social innovators and entrepreneurs.
- Assist in database maintenance for reporting and communications.
- Assist with other PKG programs, projects, and events as needed.

## Required Qualifications & Skills:

- Must be enrolled as a graduate student at MIT or another Boston-area university in higher education management, international development, social work, public policy, social entrepreneurship, or a related field, or equivalent experience.
- Must be able to commit three full MIT academic semesters with the possibility of summer and winter break employments.



- Must be committed to diversity and willing to work with a highly diverse student population.
- Must be detail-oriented.
- Strong organizational and project management skills with a strong teamwork orientation. Ability to prioritize multiple tasks.
- Strong computer skills including experience with spreadsheets and databases and comfortable learning new software as needed.
- Strong communication (oral and written) and interpersonal skills.
- Ability to think and to problem-solve creatively and strategically.
- Ability to exercise sound judgement and discretion when handling sensitive information and documents.
- Ability to work under minimal supervision and to exercise individual initiative to meet and anticipate emerging issues and requirements.
- Ability to meet a flexible work schedule, including some evenings and weekends (2-4 times per month).
- Experience with entrepreneurship, fundraising, project management, communications technologies, technology transfer, field experience in emerging markets, and other relevant areas preferred.

**Hourly Wage:** \$16 with potential to increase to \$17 after first academic year

**Supervision Received:** Reports to Assistant Dean/Director, Rebecca Obounou ([rroseme@mit.edu](mailto:rroseme@mit.edu))