

## First-Year Student Cohorts Graduate Assistant

*Up to 19 hours and on the MIT campus at least 3 days a week*

*Start date between July 1 and September 1, 2020; end date approximately June 1, 2021*

*\$16/hour, MBTA T-Pass, Earned Sick Time in Compliance with MA State Law*

This position reports to the Assistant Dean of Community Based Programs.

The PKG Center has eight full-time staff and a cohort of 5-6 Graduate Assistants and 4-6 Undergraduate Workers.

We have a lively office atmosphere and a lot of interaction with students and with each other.

To apply send a resume and cover letter to [sarahbou@mit.edu](mailto:sarahbou@mit.edu) with the subject "First-Year Student Cohorts Graduate Assistant Application."

### ***Get great experience supporting MIT students' community engagement activities!***

The PKG Center taps and expands 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.

The MIT Priscilla King Gray Public Service Center is seeking a graduate assistant for the center's community-based programming for the 2020-2021 academic year, with the possibility of extension into summer 2021 and the following academic year.

The First-Year Student Cohorts Graduate Assistant will support the Assistant Dean of Community Based Programs in planning and implementing local and national service and community engagement programs. The Graduate Assistant will primarily be responsible for assisting in the planning and facilitation of several cohort-based service immersion programs that serve first-year students. These programs include the Active Community Engagement program (a Freshman Pre-Orientation program or FPOP), outreach to other FPOPs to coordinate and plan hour long workshops during the FPOP season, PKG Center outreach to first-year student communities and scheduling office hours and outreach opportunities, and first-year learning community programming. The Graduate Assistant will also support the design and facilitation of two courses that largely serve first year students. The Graduate Assistant will also support other PKG Center initiatives, including possible workshops as part of the Get Good Stuff Done workshop series, as well as assist with broader cohort immersion programming. This may include the PKG Summer Immersion programming, and support of the PKG IAP and Spring Break programs. 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, as well as program needs, 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 public interest work
- Pitching public interest opportunities to classes and student groups at MIT
- Publicizing programs throughout various MIT outlets and systems
- Planning and facilitating workshops for ACE participants and other student groups and organizations
- Planning and facilitating events such as reflection exercises, speaker events, orientation events, ACE reunion events (both service and community), and training sessions
- Helping with risk management and documentation processes
- Advising students on developing project or public interest ideas and seeking funding (when necessary)
- Providing communication and logistical support for students, staff, and faculty engaging in service
- Providing organizational support for program participant interviews, and participation in interviewing students
- Collecting and maintaining program data and assisting with reports
- Reviewing surveys, conducting program evaluation, and writing reports about programming
- Supporting student, staff, and faculty inquiries regarding service opportunities
- Gather participant quotes and materials for communications purposes
- We foster a collaborative, team-focused work culture: Pitching in to other Center tasks and responsibilities when necessary
- Perform other job-related duties, as assigned

**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, event planning
- 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 2020 academic calendar at MIT is as follows:

First Year Pre-Orientation Program runs from August 22- 30<sup>th</sup> ;

Fall semester - September 8 - December 18;

Independent Activities Period – January 4 – January 29

Spring semester - February 1 – May 19

Precise work dates can be made to fit with the the First-Year Student Cohorts Graduate Assistant's own academic calendar. Candidates that can commit to scheduled evenings as well as standard daytime hours are preferred.

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