Public Service Fellowships Graduate Student Assistant

15-19 hours a week, flexible

Rate: $16 an hour

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

Build your experience supporting MIT students’ public service activities locally, nationally, and overseas

The MIT Priscilla King Gray Public Service Center (PKG Center) seeks a graduate assistant for the Fellowships Program for the 2020-2021 academic year, with the possibility of extension into summer 2021 and the following academic year for students in multi-year programs.

The Fellowships program supports MIT students in developing and implementing projects that build capacity for under-served communities around the world.

We are seeking a student Graduate Assistant to help the Assistant Dean with all aspects of the Fellowships program. There will also be opportunities to help with other PKG Center programs, including staffing events, reviewing proposals, and potentially helping to staff field experiences for our cohort 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:

- Advising students on developing project ideas and seeking funding
- Pitching Fellowship opportunities to classes and student groups at MIT
- Distributing publicity and communication materials for the program
- Reviewing student applications to the programs and interviewing candidates
- Supporting students’ reflection processes
- Planning and implementing events such as reflection dinners, networking dinners, and orientation events
- Managing program documentation and compliance with travel risk management processes
- Managing student bloggers
- Program evaluation
- And a little shredding!

Required skills:
• Attention to detail
• Comfort with juggling different tasks and working with varied stakeholders
• Comfort advising students and helping them to refine their ideas
• Excellent communication and organizational skills
• Ability to work independently and as part of a team

Work schedule
The 2020-2021 academic calendar at MIT is:

• Fall semester - September 8 - December 18
• Independent Activities Period (IAP) – January 4 – January 29
• Spring semester - February 1 – May 19

Work dates can be tweaked to fit with the Graduate Assistant’s own academic calendar. Ideally the Graduate Assistant will begin before the start of the fall semester.

This position is 15-19 hours a week. The precise schedule is flexible to fit the Graduate Assistant’s academic schedule, but at least 10 hours a week must be during standard 9-5 office hours.

Pay and benefits
$16 an hour
Free MBTA Charlie Card
Earned sick time in compliance with MA State Law

Reporting and team
This position reports to Alison Hynd, Assistant Dean, MIT Priscilla King Gray Public Service Center

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.