First-Year Programming Graduate Assistant (FYPGA)

About the First-Year Experience Office

The First-Year Experience Office creates the conditions for first-year students to:

- Build a strong foundation of skills and strategies as they transition from high school to college, and navigate from the first year to their future at Harvard College and beyond
- Foster their intellectual curiosity and build connections based on their interests
- Engage substantively and reflectively in the living and learning communities that surround them
- Recognize and seek guidance at appropriate moments for themselves and their peers
- Respect the multiple voices and perspectives of our community and commit to productive dialogue

Position Description

The primary responsibilities of the First-Year Programming Graduate Assistant (FYPGA) is to work closely with the First-Year Social Committee (FYSC), a student programming board that plans and executes social events for first-year students within Harvard College. The committee provides different social opportunities, ranging from large-scale on-campus events to smaller, off-campus outings. All activities are meant to be interactive, fun, accessible to all, and completely free to students. Collectively, the committee consists of 10-20 first-year students who learn to plan and execute these events for their peers from the creative brainstorming phase through all logistical aspects of events.

The FYPGA will advise the FYSC, attend events and outings, teach best practices, and assist students in following through with all logistics in the planning of the events. In addition, the FYPGAs will manage trip sign-ups and attendance, solicit and analyze post-event feedback, and assist in the oversight of the yearly budget. This position will report to a staff member within the First-Year Experience office.

Essential Job Functions

- Attend all weekly and scheduled meetings
- Assist in the running of one to two outings per month which includes sign-ups, vendor contracts, publicity, budgets, risk management, and day-of logistics
- Advise students during and outside of weekly meetings
- Work with the First-Year Experience office to develop program goals and to continually communicate about projects, events, responsibilities, and concerns. Ask for help when needed.
- Foster strong relationships and serve as a liaison to administration, faculty, campus partners and students.
- Other duties as assigned

Qualifications

- An interest in working with diverse and highly motivated undergraduates is essential.
- Must be able to make good decisions and represent the College with integrity.
Experience with event planning, project management, and/or advising students in a higher education setting is strongly preferred.

Strong communication and interpersonal skills; strong motivational and organizational skills.

Must be creative, positive, organized, helpful, student-centered, friendly, and responsible.

Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.

Photoshop, Adobe or Canva experience preferred.

Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.

Ability to work independently and as a team.

Maintain complete confidentiality.

Must be able to lift twenty-five (25) pounds.

**Hours and Pay**

Position is for 15 - 20 hours a week, with a rate of $15 - 18 an hour depending on experience. Position will have set hours in the office, allowing flexibility for late night and weekend hours. If interested, please send a resume and statement of interest to nekesa_straker@fas.harvard.edu as soon as possible. Interviews will be conducted on a rolling basis starting end of August/early September.