Graduate Assistant, Student Organizations and Resources

The Student Engagement Office strives to support the mission of the Dean of Student Office which “cultivates engagement, belonging, and respect; fosters an integrated living and learning community; and inspires self-discovery among Harvard College students.” Our team does this by connecting students to organizations they are passionate about, sponsoring a wide variety of fun and meaningful events, promoting community among first-year students, challenging students to explore diverse interests, and so much more. The Student Engagement office seeks new team members who will support and believe in this work.

Description and Learning Outcomes:
The Student Organization Center at Hilles (SOCH) is currently seeking one Graduate Assistant. The SOCH offers over 50,000 square feet of space dedicated to student life at Harvard College. Through a combination of dedicated office and storage space, meeting rooms, conference facilities, common spaces, and staff support, the SOCH works to:

- provide student organizations at Harvard College with offices in which to create sustainable organizations;
- help integrate students' curricular and co-curricular lives;
- strengthen relationships among student organizations and to facilitate collaboration and the sharing of ideas and resources;
- create a social space for students to build community.

Learning Outcomes of a SOCH Graduate Assistant:

1. Develop a professional image and orientation to the field of Student Affairs.
2. Develop skills necessary to be a successful Student Affairs professional such:
   - time management skills
   - effective communication skills
   - assessment
   - advising skills
   - programming and event coordination
   - teamwork, professionalism and office etiquette
   - application of theory to practice
   - risk management
   - multicultural competency
3. Demonstrate an understanding of the balance between academics and outside commitments.
**Essential Job Functions:**

- Support the SOCH staff in their work maintaining the SOCH building, open channels of communication with student organizations, and event planning.
- Meet with student organizations to ensure event planning best practices have been followed
- Staff evening/late evening student organization events, mostly in the SOCH, but potentially around campus. Work with SOCH staff to determine staffing needs for other events and do outreach to fill the roles.
- Coordinate the Student Leader Awards
- Assist in the development of materials for student organization support such as the Resource Guide, monthly newsletters, informational brochures, etc. Maintain office social media accounts with up to date event/announcement information.
- Support the assessment efforts of the SOCH staff by running focus groups, developing surveys, and collecting data
- Continually communicate with the SOCH Associate Director 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.
- Assist in the planning, coordination and facilitation of SOCH trainings
- Assist in the management of the SOCH, as needed
- Assist with staffing larger Student Engagement events, as needed
- Other duties as assigned

**Qualifications:**

- Must have wise judgment to make good decisions, and must represent the College with integrity.
- Previous event planning experience, student organization advising, and/or building operations experience
- 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 10-20 hours a week, M-F, with a rate of pay of $15 an hour. Position will have set hours in the office, allowing flexibility for late night and weekend hours. Position reports to the Associate Director for Student Organizations and Resources.