Graduate Commons Internship 2018-19

About the Program: The Graduate Commons Program creates vibrant learning and social opportunities for students, faculty, staff, and their families living within Harvard University Housing properties. Events curated under the direction of our dedicated staff of residential Faculty Directors, full-time professional staff, and Community Advisors support our residential community, provide opportunities for engagement amongst neighbors, and sustain over 400 events per year to help make Harvard home for all.

About the Position: The Graduate Commons internship is a 10 hour/week paid position (work-study preferred) offering pre-professional experience for a talented and energetic graduate student with a career interest in student affairs, student activities/services, and student housing. The Director and Program Managers of Graduate Commons will act as mentors during this semester-long position (with possible extension). Candidates should have excellent organizational skills, possess professional writing abilities, demonstrate high energy and creativity, and have outstanding interpersonal and communication skills. This position will have heavy contact with the Harvard graduate student population, Faculty Directors, and Harvard Housing Property Management offices; providing opportunity for growth in team work, event planning, policies and procedures, as well as general administrative understanding of the work. Evening and weekend hours will be necessary.

Possible duties may include:

- Develop and execute social and community programs for Graduate Commons residents
- Develop a survey tool to measure effectiveness of GCP programming and resident experience
- Support the current Community Advisor staff to ensure well-coordinated, significant, appropriate and purposeful programs and activities
- Assist with Family Programming for graduate student residents of Peabody Terrace/Western areas
- Create promotional materials for Graduate Commons events
- Assist Program Managers with the private room reservation process
- Share information regarding student issues with the Program Manager team
- Additional duties as assigned

Ability to stand for long periods of time and lift up to 25lbs. Position pays $15/hour for up to 16 weeks.

About the Process: Interested candidates can send any questions to graduatecommons@harvard.edu or begin the application process by visiting graduatecommons.slideroom.com after March 15th. All applications are due by August 1, 2018. Position would begin September 1.