Harvard Housing Graduate Commons Administrative Intern (2 positions available)

Description: 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. 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 residential living-learning communities during the academic year. A Graduate Commons Faculty Director and professional administrative staff will act as mentors during this semester-long position.

Responsibilities: The Graduate Commons Program Administrative intern will report to the Senior Program Manager and be responsible for increasing student engagement in GCP Programming, furthering the development of program assessment, supervise the Room Reservation Process and assisting in the improvement of an Online Room Reservation usage videos. The GCP Administrative intern will also contribute heavily to planning and preparation of our Signature events and develop two series of events (Fall semester: dialogue/conversation events centered around Diversity and Inclusion and Spring semester: Active events centered on personal well-being).

The intern will help facilitate GCP events by participating in set-up/break-down, working with vendors and property management, answering general student questions, and completing special projects for Senior Program Managers as needed. Other duties as assigned. Ideally, an intern is available to commit to a 12-week internship at $15/hr. Candidate should have a strong interest in Student Affairs work as a career and ideally be a current MA level candidate. More information available at graduatecommons@harvard.edu or begin an application here (https://graduatecommons.slideroom.com/#/permalink/program/41896).