Student Development Graduate Assistant

The Student Engagement Office strives to support the mission of the Dean of Student Office (DSO) 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.

Position Description and Learning Outcomes
The Student Development Graduate Assistant (GA) will work within the Student Engagement unit and will be responsible for implementation of several programs and initiatives that advance students’ self-discovery. The GA will organize pilot and existing programs that provide students opportunities to reflect on their personal lives and experiences. Each of these initiatives are designed to support student development across the four years. This position reports to the Senior Director of Student Engagement and Leadership.

The Student Development GA will learn how to:
1. Fulfill a professional role within the field of higher education.
2. Develop skills necessary to be a successful higher education professional such as: time management, effective communication, assessment, advising, programming and event coordination, teamwork, professionalism and office etiquette, application of theory to practice, risk management, and multicultural competency.
3. Demonstrate an understanding of the balance between academics and other commitments.

Essential Job Functions

First-Year Programs
First-year students have the opportunity to participate in Reflecting on Your Life, discussion groups that offer structured reflection on life and college. The GA will coordinate all aspects of the Reflecting on Your Life program (https://fdo.fas.harvard.edu/pages/reflecting-your-life) which will run from February 13 – March 13, 2018.

- Recruit faculty and administrators to serve as facilitators and coordinate a schedule for discussion groups
- Participate in Reflecting on Your Life as a discussion facilitator
- Coordinate an organizational meeting with all facilitators including preparing materials and supply packets
- Review and revise facilitator guide, adding new activities and discussion prompts
- Create publicity and carry out publicity campaign to members of the Class of 2022
- Manage an on-line registration process for participants, including assigning participants to discussion group
- Communicate with facilitators and participants about group assignments and logistics
- Organize catered dinners for all discussion groups, taking into account dietary needs and restrictions
- Reserve rooms for discussion groups
- Develop and implement a program assessment

Sophomore Programs
Support the DSO along with the Advising Programs Office (APO) and Harvard Alumni Association (HAA) in piloting an event to celebrate students’ declaration of a concentration (major). The event should help students build connections across and within their academics and will likely happen in early-mid November 2018.

- Contribute to the overall event planning and goal setting
Regularly attend planning meetings with APO, HAA, and others to coordinate logistics for the event. Logistics might include room reservation, signage, catering, AV, etc.

Provide day-of staffing support

Create documentation on the planning process and conduct assessment, submitting a report to the Senior Director of Student Engagement and Leadership on recommendations for future years

Senior Programs
Through events and programs organized by the 2019 Committee, seniors are invited to consider the ways that they have grown and changed as a result of their college experience. Programs may vary depending on ideas generated by the 2019 Committee. However, two annual initiatives include Freshman Year Flashback and the Senior Reflections book. Freshman Year Flashback (FYF) will take place the week of May 20, 2018. At this event, seniors gather by House to receive the housing and advising questions they filled out as incoming first-year students. Reflecting on these forms gives students a chance to see how their sense of themselves has been impacted by their college experience.

- Assist with planning of time capsules for FYF
- Design and produce activities for FYF
- Collate housing and advising questionnaires for all students graduating in May 2019 and organize forms by House
- Help staff FYF events on the day when they occur
- Potentially advise a team of students from the Class of 2019 on the publication of a Senior Reflections Book

Other Programs
- Collaborate with the Undergraduate Council (student government) to organize and conduct focus groups and meetings with students to understand how Class Committees might enhance the student experience.
- Assist with staffing larger Student Engagement events, as needed
- Other duties as assigned

Qualifications
Bachelor’s degree and one to two years of experience developing or leading programming related to student development. Experience doing program or curriculum planning is required. Excellent project management, organizational, and communication skills. Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.

Hours and Pay
Position is for 20 hours a week, M-F, with a rate of pay of $15 an hour. Position will have some set hours in the office, though some remote work is possible. There will be flexibility for some late night and weekend hours. GA must plan to be present in Cambridge, MA on the day before and day of all events. If interested, send a resume and cover letter to Katie Steele (kwsteele@fas.harvard.edu), Senior Director of Student Engagement and Leadership, by Monday, September 3, 2018 at 5 pm. Interviews will be conducted on a rolling basis.
College Traditions Graduate Assistant

The Student Engagement Office strives to support the mission of the Dean of Student Office (DSO) 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.

Position Description and Learning Outcomes
The College Traditions Graduate Assistant (GA) will work within the Student Engagement unit and will be responsible for communications, event planning, and logistical support for three major undergraduate traditions: Harvard-Yale football game, Housing Day, and YardFest. The GA will report to the Senior Director of Student Engagement and Leadership and will work closely with the staff directors of each of these traditions.

The College Traditions GA will learn how to:
1. Fulfill a professional role within the field of higher education.
2. Develop skills necessary to be a successful higher education professional such as: time management, effective communication, assessment, advising, programming and event coordination, teamwork, professionalism and office etiquette, application of theory to practice, risk management, and multicultural competency
3. Demonstrate an understanding of the balance between academics and other commitments.
4. Implement safe and meaningful campus traditions to promote institutional goals.

Essential Job Functions
Harvard-Yale
The 135th playing of the Harvard-Yale game will be held on Saturday, November 17, 2018 at Fenway Park in Boston. The Student Engagement team of the DSO is responsible for 1) partnering with the Department of Harvard Athletics to ensure a safe and friendly playing of “The Game” and 2) for collaborating with staff at Yale University. Key responsibilities include:

- Regularly attend meetings with DSO staff, Harvard Athletics, Fenway Park Operations, Harvard University Police Department, Harvard University Health Services, Crimson EMS and others to coordinate logistics for the undergraduate tailgate which may take place either in Cambridge or at Fenway Park. Logistics might include food service, bartending, transportation, maps/venue diagrams, signage, etc.
- Create and distribute a variety of communications to keep the undergraduate student body as well as residential staff informed about ticket distribution, events, policies, etc.
- Maintain the Harvard-Yale undergraduate website (thegame.fas.harvard.edu) and monitor thegame@fas.harvard.edu, responding to questions from undergraduates and directing other University affiliates to appropriate resources
- Work with House Committees (HoCos) and the First-Year Social Committee (FYSC) on their plans for the undergraduate tailgate, advising them on relevant policies and procedures.
- Provide day-of staffing support at the tailgate and/or Fenway Park
- Create documentation on the planning process and conduct assessment, submitting a report to the Associate Dean of Student Engagement on recommendations for future years
Housing Day
Housing Day is Thursday, March 14, 2019 and is the day when current first-year students receive their assignment to a Harvard House. The Student Engagement unit is responsible for collaborating with Residential Life staff to ensure a spirited Housing Day. Key responsibilities include:

• Regularly attend meetings with residential life staff to coordinate logistics for Housing Day, as well as safety/security plans for the night before Housing Day.
• Logistics might include preparation of assignment letters, coordinating the distribution of letters on the morning of March 14 to the various House Committees, and set-up/break-down of a lunchtime event at Annenberg Dining Hall.
• Write a variety of communications to keep the undergraduate student body as well as residential staff informed about Housing Day plans.
• Work with Ho Cos, College Events Board (CEB) and the FYSC on their plans for events related to Housing Day, advising them on relevant policies and procedures.
• Provide day-of staffing support.
• Create documentation on the planning process

YardFest
The College Events Board (CEB), a student programming board, is responsible for YardFest, an outdoor concert that typically takes place in April. The CEB is advised by the Assistant Director of Student Programs. Key responsibilities include:

• Regularly attend meetings with the CEB (Arts and Entertainment committee) and Assistant Director to coordinate communications logistics for YardFest. Write a variety of communications to keep the undergraduate student body and Dean of Students staff informed about YardFest plans.
• Develop signage and additional marketing materials to assist the students in navigating the event space.
• Work with Ho Cos to plan block parties or other events related to YardFest, advising them on relevant policies and procedures.
• Provide day-of staffing support.

Additional Programs

• Assist with staffing larger Student Engagement events, as needed
• Other duties as assigned

Qualifications
Bachelor’s degree required. At least one year of experience with event planning, project management, and/or advising students in a higher education setting is desired. An interest in working with diverse and highly motivated undergraduates is essential. Applicants must have good judgement and be organized, detailed-oriented, flexible, and creative.

Hours and Pay
Position is for 20 hours a week, M-F, with a rate of pay of $15 an hour. Position will have some set hours in the office, though some remote work is possible. There will be flexibility for some late night and weekend hours. GA must plan to be present in Cambridge, MA on the day before and day of all events. If interested, send a resume and cover letter to Katie Steele (kwsteele@fas.harvard.edu), Senior Director of Student Engagement and Leadership, by Monday, September 3, 2018 at 5 pm. Interviews will be conducted on a rolling basis.
SOCH Graduate Assistant

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 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. If interested please send a resume and statement of interest to jonrobert_bagley@harvard.edu by September 3, 2018. Interviews will be conducted on a roll.
Graduate Assistant of Student Programs: College Events Board

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.

Overview:
Reporting to the Assistant Director of Student Programs, the Graduate Assistant of Student Programs is a key member of the Student Engagement team within the Dean of Students Office (DSO). The Graduate Assistant of Student Programs has the primary responsibility of co-advising the Harvard College Events Board (CEB), a social programming board that serves the entire College community and helping to manage late night programming for the College.

Essential Job Functions:
• Co-advises the Harvard College Events Board. Assist with developing programs, events, and activities for the students within the College. Encourage collaborative thinking, inclusive initiatives, and innovative idea generation. Advise students in mitigating risk, event coordination, organizational management and budget generalization.
• Advise the CEB marketing team in developing and implementing plans to market, promote, and publicize CEB as a whole and its programs to the campus community.
• Responsible for enforcing all university and OSI policies, rules, expectations, and guidelines.
• From time to time, may be scheduled to provide additional support to other office initiatives.
• Keeping regularly scheduled hours of 15-20 hours per week. Must meet with direct supervisor on a weekly basis. Must be flexible with work schedule – available to work during the day, evenings, and weekends, around class schedule. Must attend one full board meeting per week. Must attend weekly Executive Board meetings. Should attend weekly committee meetings. Must attend CEB events.
• Continually communicate with the Assistant Director of Student Programs 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 College Events Board trainings and retreats.
• Assist in the management of the College Events Board budget
• Assist with staffing larger Student Engagement events, as needed
• Other duties as assigned
Basic Qualifications:
• Must have wise judgment to make good decisions, and must represent the College with integrity.
• Strong communication and interpersonal skills; strong motivational and organizational skills.
• Must be fun, positive, organized, helpful, student-centered, friendly, and responsible. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.
• Must embrace and exemplify the core values of the College.
• Ability to work independently and as a team.
• Maintain complete confidentiality.
• Must be able to lift twenty-five (25) pounds.

Preferred Qualifications:
• Someone with Photoshop, Adobe or Canva experience preferred
• Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.
• Must be very creative.

Hours and Pay:
Position is for 20 hours a week, 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 Assistant Director of Student Programs. If interested please send a resume and statement of interest to Tomika.smith@fas.harvard.edu by 11:59 PM on September 3rd. Interviews will be conducted on a rolling basis until the position is filled.

Learning Outcomes for a Graduate Assistant of Student Programs:
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.

4. Identify personal strengths and areas of improvement in relation to their role within the department.
Graduate Assistant of Student Programs: Late Night Programming

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.

Overview:
Reporting to the Assistant Director of Student Programs, the Graduate Assistant of Student Programs is a key member of the Student Engagement team within the Dean of Students Office (DSO). The Graduate Assistant of Student Programs has the primary responsibilities of co-advising the Harvard College Dance Marathon Board (HCDM), a programming board that serves the entire College community and helping to manage the Late Night at Harvard grant program.

Essential Job Functions:
• Manages the Late Night @ Harvard grant program. Assist with developing programs, events, and activities for the students within the College. Encourage collaborative thinking, inclusive initiatives, and innovative idea generation. Advise students in mitigating risk, event coordination, organizational management and budget generalization.
• Designs and prepares all graphics to market, promote, and publicize Late Night @ Harvard events to the campus community.
Co-advises the Harvard College Dance Marathon board (HCDM). Advise students in mitigating risk, event coordination, organizational management and budget generalization.
• Responsible for enforcing all university and OSI policies, rules, expectations, and guidelines.
• From time to time, may be scheduled to provide additional support to other office initiatives.
• Keeping regularly scheduled hours of 15-20 hours per week. Must meet with direct supervisor on a weekly basis. Must be flexible with work schedule – available to work during the day, evenings, and weekends, around class schedule. Must attend one full board meeting per week. Must attend weekly Executive Board meetings. Should attend weekly committee meetings. Must attend Late night @ Harvard and HCDM events.
• Continually communicate with the Assistant Director of Student Programs 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 Harvard Dance Marathon Board trainings and retreats.
• Assist in the management of the Late Night @ Harvard budget
• Assist with staffing larger Student Engagement events, as needed
• Other duties as assigned
Basic Qualifications:
• Must have wise judgment to make good decisions, and must represent the College with integrity.
• Strong communication and interpersonal skills; strong motivational and organizational skills.
• Must be fun, positive, organized, helpful, student-centered, friendly, and responsible. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.
• Must embrace and exemplify the core values of the College.
• Ability to work independently and as a team.
• Maintain complete confidentiality.
• Must be able to lift twenty-five (25) pounds.

Preferred Qualifications:
• Someone with Photoshop, Adobe or Canva experience preferred
• Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.
• Must be very creative.

Hours and Pay:
Position is for 20 hours a week, 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 Assistant Director of Student Programs. If interested please send a resume and statement of interest to Tomika.smith@fas.harvard.edu by 11:59 PM on September 3rd. Interviews will be conducted on a rolling basis until the position is filled.

Learning Outcomes for a Graduate Assistant of Student Programs:
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.

4. Identify personal strengths and areas of improvement in relation to their role within the department.
Experiential Learning Center Ventures and Voyages Graduate Assistant
Position Description

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
The Experiential Learning Center (ELC) is a new department within the Harvard College Dean of Students Office. The ELC will support guided and facilitated experiences that help students understand themselves, the world, and their relationships within the world in new ways. The Ventures & Voyages program is one component of ELC programming which will support time-bound, experiential learning opportunities off campus that are grounded in developmental theory.

Learning Outcomes
The expected learning outcomes of this position include:
1. Explore how college students construct meaning from their experiences.
2. Develop professional skills and orientation to the field of Student Affairs.
3. Learn how a new department navigates the challenges of self-definition and relating programming to the larger institution’s mission, vision, and goals.

Duties and Responsibilities
The Ventures and Voyages Graduate Assistant will report to the Director of the ELC. The Graduate Assistant will play an important role in shaping the identify and future of the Ventures & Voyages program. Responsibilities include:

- Developing potential Ventures & Voyages programming, including researching possible program venues, developing program activities, and shaping reflective activities.
- Building interest in V&V programming from various campus audiences, including first-year dorms, undergraduate Houses, campus offices and departments, and athletic teams.
- Planning and coordinating the logistics necessary for effective program delivery.
- Attending at least two Ventures & Voyages programs per semester.
- Creating a resource guide to support others’ execution of similar programming, including but not limited to: lists of nearby venues; transportation information; facilitation guides to support reflective activities; designing trainings for involving students as facilitators; post-trip exercises that support continued impact.
- Supporting other Dean of Students Office programming as needed.
Basic requirements, experience, and skills
Bachelor's degree from an accredited college or university. Event planning experience is a must. Interest in collegiate student life program administration, including interest in working closely with diverse, highly-motivated students and alumni. Experience facilitating reflection activities, preferably with college student populations. Demonstrated attention to detail.

Preferred Qualifications
Familiarity with college student and adult development theory is preferred. Familiarity with event venues in New England is also a plus.

Dates and compensation
This is a 15-hour/week position. The position would begin September 12, 2018, and conclude May 1st, 2019. Compensation will be provided at $15/hr. If interested, please send a resume and statement of interest to Coz Teplitz, Director of Experiential Learning Center, at teplitz@fas.harvard.edu by September 3rd.
First-Year Outdoor Program Reunion Coordinator

Position Description

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.

Overview

The First-Year Outdoor Program (FOP) is Harvard’s oldest and largest pre-orientation program. This wilderness orientation program sends approximately 425 first-year students on week-long pre-orientation trips in the outdoors. The trips consist of small groups (8-10 first-year students) and are led by older students. The program’s goals are to smooth the transition to college by developing social support networks for first year students and to help first-years reflect upon their hopes, fears, and expectations about their time at Harvard. 2018 is the 40th year of FOP.

Learning Outcomes

The expected learning outcomes of this position include:

4. Develop professional skills and orientation to the field of Student Affairs.
5. Practice marketing and outreach skills that support strong connections with alumni.
6. Explore how alumni relations can support the fundraising goals of offices and departments.

Duties and Responsibilities

The Reunion Coordinator reports to the Director of the Experiential Learning Center (ELC). The Coordinator is responsible for planning and implementing a 40th anniversary celebration for program alumni, current students, and other friends of the program. Responsibilities include:

- Selecting and overseeing an advisory board of alumni and current students; in concert with the board, defining the event and developing reunion programming.
- Identifying a date and location for the reunion event that is acceptable to current staff, current students, alumni, and other stakeholders.
- Working with current Harvard staff and outside professionals to ensure the event is appropriately permitted and insured.
- All aspects of reunion marketing, including designing marketing materials, building a list of potential contacts, creating systems for peer-to-peer outreach, and choosing other marketing media, as appropriate.
- Developing and overseeing a network of volunteers to support the execution of the event.
- Ensuring a safe and successful event.
- In concert with the Director of the ELC, identifying avenues for further program development, including fundraising and relationship building with key figures.
- Creating accurate and thorough documentation of the planning and event.
- Supporting other Dean of Students Office programming as needed.
Basic requirements, experience, and skills
Bachelor's degree from an accredited college or university. Event planning and volunteer management experience is a must. Interest in collegiate student life program administration, including interest in working closely with diverse, highly-motivated students and alumni. Demonstrated attention to detail.

Preferred Qualifications
Outdoor programming experience is desired, especially trip leading experience. Experience with Harvard and/or with FOP is also a plus.

Dates and compensation
This is a 15-hour/week position. The position would begin September 12, 2018, and conclude February 1st, 2019. Compensation will be provided at $15/hr. If interested, please send a resume and statement of interest to Coz Teplitz, Director of Experiential Learning Center, at teplitz@fas.harvard.edu by September 3rd.
First-Year Programs Graduate Assistant

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 primary responsibilities of the First-Year Programs Graduate Assistant involve working closely with First-Year Social Committee (FYSC) and Into the Hub (ITH) two first-year student programming boards that plan and execute social events for the First-Year Class of Harvard College. The two organizations provide 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 groups are run by 20-25 first-year students who learn to plan and execute these events for their peers, from the creative brainstorming phase through all logistical aspects of the event.

In Coordination with the Fellow for First-Year Programs, the Graduate Assistant for First-Year Programs will be responsible for helping students to plan, manage, and run these events. The Graduate Assistant will also help advise the board, teach best practices, and assist students in following through every aspect of logistics in the planning of events. The Graduate Assistant will manage pre-trip sign-ups and attendance, lead outings, solicit and analyze post-event feedback, and assist in the oversight of the yearly budget. This position will report to the Fellow for First-Year Programs, who is the primary adviser to the FYSC Board and ITH.

**Learning Outcomes of First-Year Programs 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:**
- Attend all weekly Board meetings and weekly meetings with the Fellow for First-Year Programs
- Run two weekend evening outings per month including risk management, trip sign ups, and day-of logistics
- Advise students during and outside of weekly meetings
- Oversee all trip logistics, including vendor contacts, invoicing, sign-ups, and publicity
- Work with the Fellow for First-Year Programs and campus partners to develop program goals
- Continually communicate with the Fellow for First-Year Programs 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 with logistics and staffing of larger Student Engagement events, as needed
- Other duties as assigned

**Qualifications:**
- An interest in working with diverse and highly motivated undergraduates is essential.
- Must have wise judgment to make good decisions and must 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 20 hours a week, M-F, with a rate of pay of $15 an hour. Position will have some set hours in the office, allowing flexibility for late night and weekend hours. Position reports to the Fellow for First-Year Programs. If interested, please send a resume and cover letter to bnmitzner@fas.harvard.edu by Monday, September 3, 2018 at 5pm. Interviews will be conducted on a rolling basis.