Job Description: Office of Student Services Graduate Assistant

Position Information

Position Type: Part Time
Job Category: Administrative
Job Start Date: May 21, 2018
Job End Date: September 7, 2018
Title: Office of Student Services Graduate Assistant
Location of Job: On Campus
Hourly Rate: 12.50-15.00
Number of Openings: 4
Time Frame: Summer
Shifts: Weekday
Number of Hours Per Week: 15-20

Job Description: Excellent opportunity for experience in higher education administration!

The Graduate Assistant is an integral part of the GSAS Student Services team in planning, implementing, and producing a wide range of programs, events, and resources for over 4,200 graduate students in GSAS. Assist in updating many office resources such as, but not limited to, Resources for GSAS Students, Resources for GSAS Families, safety flyers, GSAS Student Services poster, Annual Report, and the Student Services Office Manual. Help coordinate events such as Sweet Welcome, GSAS International Orientation, GSAS Orientation for New Students, and Discover Dudley. Work to support over sixty Graduate Student Groups (GSG) and Departmental Graduate Student Organizations (DGSO) in preparation for the academic year. Run occasional errands on campus and in Harvard Square. Provide back-up help for phone, walk-in, and email inquiries, using excellent customer service. Other duties as assigned. The Office of Student Services team works closely with the Office of Residential Life and the GSAS Student Affairs team, over the 40 graduate student groups and organizations, the 57 GSAS academic departments, and offices across the university. The office is a professional and congenial work environment. Flexible scheduling available. Students interested in Higher Education Administration, particularly in Student Affairs, Orientation programming, and Student Activities preferred. Recent college graduates and non-GSAS graduate students will be considered. If interested, please send or email resume to the Office of Student Services (stuserv@fas.harvard.edu), Office B-2, Dudley House/Lehman Hall, 1 Harvard Yard, Cambridge MA, 02138. Please include two references and their contact information. We would prefer that at least one reference be a former employer. Pay varies on experience.
**Qualifications:** Excellent communication skills, detail-oriented, excellent organizational skills, ability to handle sensitive and sometimes confidential information, ability to multitask, and problem-solve effectively, proactive, flexible nature. Intermediate computer skills.

**Location:** Nation Wide: No  
City: Cambridge  
State/ Providence: Massachusetts  
Country: United States

**Candidate Criteria**

**Desired Degree Level:** Graduate Student  
**Desired School:** Graduate School of Arts and Sciences, Business, Dental, Design, Divinity, Education, Engineering & Applied Sciences, Government, Law, Medical, Public Health  
**Federal Work Study Program Preference:** Either FWSP or non-FWSP

**Application Process**

**Contact Information:** Jacqueline Yun  
Director of Student Services  
Office B-2 Dudley House/ Lehman Hall  
1 Harvard Yard, Cambridge MA, 02138  
stuserv@fas.harvard.edu  
617-495-5005  
Fax: 617-496-5169

**Additional Documents:** Cover Letter  
**Requested Document Notes:** Please submit two references. We prefer one to be a former employer.  
**Posting Date:**  
**Applications Accepted Until:**  
**Blind Posting:** no  
**Resume Receipt:** E-mail, Accumulate Online  
**Default email address for resumes:** stuserv@fas.harvard.edu  
**Automatic Application Packet Generation:** yes