

Civic Engagement Graduate Assistant

- 10 to 19 hours/week; hybrid work schedule (in-person at PKG Center office and remote)
- Occasional evening and weekend hours required
- Start date between April 1 and April 30, 2024; end date approximately December 31, 2024 with possibility of continuation
- Must be available during the month of September for mostly in-person work

\$18 an hour, MBTA T-Pass, Earned Sick Time in Compliance with MA State Law

This position reports to the Assistant Dean of Community Based Programs but may also support other staff at the PKG Center as necessary.

The successful candidate will join our team of 8 full-time staff and a cohort of Graduate Assistants from local universities. Meet the [team](#).

To apply, send a resume and cover letter to Vippy Yee, Assistant Dean of Community Based Programs at the PKG Center, vippy@mit.edu with the subject "Civic Engagement Graduate Assistant." Please copy Kristie Solecki, Program Assistant: ksolecki@mit.edu.

The MIT Priscilla King Gray Public Service Center taps and expands MIT students' unique skills and interests to prepare them to explore and address complex social and environmental challenges. We educate students to collaborate ethically and effectively with community partners to engage in meaningful public service, today and in their lives beyond MIT.

The **Civic Engagement Graduate Assistant** will work closely with the PKG Center for Public Service and the ALL IN Coalition, to promote civic engagement and democracy at MIT. The CV GA will also provide programmatic support for a civic engagement conference in fall 2024.

The GA will:

- Support the Assistant Dean for Community Based Programs in the planning and facilitation of civic engagement activities, including a conference during fall 2024
- The Graduate Assistant will also support other PKG Center and ALL IN Coalition initiatives, special projects, workshops, and events
- Publicizing programs throughout various MIT outlets and systems
- Planning and facilitating events such as reflection exercises, speaker events, and training sessions
- Providing communication, content, and logistical support for students, staff, and faculty engaging in public service
- Assisting with special projects

- Pitching in to other Center tasks and responsibilities when necessary
- Performing other job-related duties, as assigned

Qualifications:

- Currently enrolled in a master's degree program for higher education, social work, or related field
- Experience with service learning, community engagement, volunteer programs, and/or public service
- Comfort with juggling different tasks and working with varied stakeholders
- Excellent writing, communication, and organizational skills
- Ability to work independently and as part of a team
- Attention to detail
- Passion for public service

The 2024-2025 academic calendar at MIT is as follows:

Summer: June 3 - August 30

Fall semester: September 2 - December 20

Independent Activities Period: January 6 - January 31

Spring semester: February 3 - May 31

Precise work schedule including hybrid work arrangement can be adjusted to best fit with the Civic Engagement Graduate Assistant's own academic calendar. Candidates that can commit to scheduled evenings as well as standard daytime hours are preferred.

While MIT will not sponsor a visa, applicants who have "nonimmigrant status" (such as F-1 student on approved OPT with written permission from their sponsoring institution/program with an approved I-765 Work Authorization) may be considered.

Vippy Yee, Asst. Dean of Community Based Programs | MIT PKG Public Service Center | vippy@mit.edu