

Community Based Programs Graduate Assistant

- 10 to 19 hours/week; hybrid work schedule (in-person at PKG Center office and remote)
- Occasional evening and weekend hours required
- Preference given to candidates available to work on Saturday mornings and scheduled evenings
- Start date between May 20 and June 1, 2024; end date approximately May 30, 2025 with possibility of continuation
- Must be available during the week of August 17 through August 24, 2024

\$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 PKC Center, vippy@mit.edu with the subject "Community Based Programs Graduate Assistant Application." Please copy Kristie Solecki, Program Assistant: ksolecki@mit.edu.

Get great experience supporting MIT students' community engagement activities!

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 PKG Center is seeking a graduate assistant for the Center's community engagement programming for the 2024-2025 academic year, with the possibility of extension into summer 2025 and the following academic year.

The Community Based Programs Graduate Assistant will support the Assistant Dean for Community Based Programs in the planning and facilitation of several cohort-based public service programs. These programs include the Social Innovation Exploration (SIE) first year pre-orientation program, PKG IAP Health (a January break program focused on health equity internships with local healthcare settings), Indigenous Communities Internship (ICI) program, Boston Summer of Service (social impact living learning community), and other local and national programming. The Graduate Assistant will also support other PKG Center initiatives, special projects, workshops, and events.

Precise tasks will depend on the skills and interests of the chosen applicant as well as program needs but will include:

- Liaising with community partners to develop opportunities for students, staff, and faculty
- Identifying and developing on-the-ground resources and training materials and workshops to assist public interest work
- Training and providing programmatic support to undergraduate student leaders for community programs
- Planning and facilitating events such as reflection exercises, speaker events, orientation events, and training sessions
- Providing communication, content, and logistical support for students, staff, and faculty engaging in public service
- Helping with risk management and documentation processes
- Publicizing programs throughout various MIT outlets and systems
- Providing support in the student selection process for community programs
- Collecting program data, conducting program evaluation, and writing reports about programming
- Gathering participant quotes and materials for communications purposes
- 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 Community Based Programs 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