

## **Graduate Student Assistant for Social Innovation**

### **Pay and Benefits:**

*16-19 hours a week, flexible*

*Rate: \$18.00 an hour*

*Free MBTA Charlie Card*

*Earned **sick time** in compliance with MA State Law*

*Start date between July and September 1, 2024; end date approximately June 1, 2025 with possibility of continuation.*

**To apply for this job, email a resume and cover letter to [tyger@mit.edu](mailto:tyger@mit.edu) with the subject line “Graduate Assistant Application.”**

### **Reporting and Team:**

This position reports to the Assistant Dean, Social Innovation Lauren Tyger in the MIT PKG Center. The PKG Center has eight full-time staff and a cohort of 8-10 Graduate Assistants and 4-6 Undergraduate Workers. We have a lively office atmosphere and a lot of interaction with students and with each other. Meet the team here:

<https://pkgcenter.mit.edu/about/team/>

### **Overview**

The PKG Center for Public Service is the epicenter of public service at MIT. It is a small collegial and welcoming office. The PKG Center’s overarching goals are to tap and expand 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.

Social innovation is one of the vehicles by which many MIT students are engaged in public service. IDEAS Social Innovation Challenge [IDEAS] is the PKG Center's annual innovation, service, and social entrepreneurship program for graduate and undergrad students working on domestic and international projects to meet the needs of underserved populations. IDEAS provides an important space at MIT for supporting and recognizing student social innovators and entrepreneurs. Under the direction of the Assistant Dean for Social Innovation, the program will continue to facilitate student networking around social impact projects, promote students' development of ethical frameworks and practical skills, serve as a bridge between MIT students and outside professionals and alumni using business and innovation for social good, and strengthen the PKG Center's visibility on-campus.

The Graduate Assistant will be responsible for a variety of tasks, including outreach and communications work for the program, reviewing grant applications and providing feedback, and writing news articles. This role will also be responsible for running logistics and managing volunteers for several large and small campus events (virtual and physical). We are looking for someone who would be comfortable representing the program to students and various other stakeholders.

## **Responsibilities**

We are seeking a Graduate Student Assistant to help the Assistant Dean with all aspects of social innovation programming. Precise tasks will depend on workflow and the skills and interests of the chosen applicant, but some areas will include:

- Assist in designing, planning, coordinating, implementing, delivering, and assessing PKG Center's social innovation program(s) several large campus events, plus numerous smaller program events, workshops, and activities throughout the year
- Design, development, and implementation of on-campus and external outreach efforts.
- Design, develop, and implement volunteer engagement for the reviewers, mentors, and judges.
- Design and coordinate social media plans for social innovation programming.
- Assist in reviewing applications and making collaborative decisions regarding grant awards.
- Assist in identifying and developing cross-campus partnerships and serve as a liaison for relevant offices, departments, and groups.
- Increase campus awareness of Social Innovation programming through the PKG Center.

- Support student social innovators and entrepreneurs through office hours and attending workshops.
- Assist in database and platform maintenance for reporting and communications.
- Support PKG Center's pre-orientation program for incoming undergraduate students interested in exploring social innovation.
- Assist with other PKG programs, projects, and events as needed.

## **Qualifications**

- Enrolled as a graduate student at MIT or another Boston-area university
- Committed to diversity and willingness to work with a highly diverse student population.
- Strong communication (oral and written) and interpersonal skills.
- Ability to exercise sound judgment and discretion when handling sensitive information and documents.
- Ability to meet a flexible work schedule, including some evenings and weekends (2-4 times per month).
- Willingness to learn platforms such as Google Drive, Canva, and Airtable.

## **Preferred Skills**

- Interest or experience in higher education, entrepreneurship, project management, international development, social work, public policy, social entrepreneurship, technology, emerging markets, or a related field.
- Strong organizational and project management skills with a strong teamwork orientation with ability to prioritize multiple tasks.
- Ability to exercise individual initiative to meet and anticipate emerging issues and requirements.

The 2024-2025 academic calendar at MIT is:

Fall semester - September 3 - December 20

Independent Activities Period (IAP) – January 6 – January 31

Spring semester – February 3– May 21

The precise schedule is flexible to fit the Graduate Assistant's academic schedule, but at least 8 hours a week must be during standard 9-5 office hours. This role is highly flexible and can either be a combination of remote and in-person time or fully in-person,

depending on your schedule and preferences. Students can work and receive pay throughout the year, except during Winter Break (December 25 – January 2).

**Supervision Received:** Reports to Assistant Dean

**Duration**

Temporary

**Contacts**

Lauren Tyger tygerl@mit.edu

**Allowed School Years**

Masters, Doctorate

**Allowed Majors**

All majors allowed

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.