Job Posting – Student Activities Office: Program Assistant

The Student Activities Office (SAO) plans an extensive series of social, cultural, and athletic events and organizes trips throughout Boston and New England for Harvard Summer School students. The SAO Program Assistants provide logistical support to ensure the smooth execution of SAO programming and oversee proctors assigned to staff SAO events. Program Assistants work closely as a team and gain valuable management experience overseeing a critical part of the Harvard Summer School operation.

General Responsibilities
- Serve as the primary coordinator and point of contact for 1 of the 4 specialty areas: Publicity and Communication, Trips, Athletics and Campus Events, and Summer Servers and Administration (see below for detailed description of responsibilities)
- Greet students, proctors, and office visitors and respond to email and phone inquiries
- Oversee proctors assigned to SAO events, and assist with their orientation and training
- Collect and analyze activities data
- Serve as Trip Leader to supervise students and residential staff on off-campus trips
- Other responsibilities as assigned

Requirements
- Proactive with strong organizational and time-management skills
- Must be customer service-oriented, flexible, creative, and have a sense of humor
- Proficiency with Google Drive, Google Sheets/Microsoft Excel, Google Forms/Qualtrics
- Current and recent Harvard undergraduate and graduate students are preferred
- Finalists receive a conditional offer of employment pending the outcome of criminal (CORI) and sex offender (SORI) background checks

Harvard Summer School is in session from Saturday, June 22, 2019 – Saturday, August 10, 2019. Program Assistants must participate in orientation (tentative dates: June 17-21, 2019). This is a 40 hour/week position with certain weekends and evenings required. Program Assistants receive $4,000 plus free room and board for the duration of the summer term. The Program Assistants report to the Assistant Director of Student Services.

Application: The application will be made available online at the Harvard Summer School Opportunities page ([https://opportunities.summer.harvard.edu/](https://opportunities.summer.harvard.edu/)) on February 19, 2019. Please be ready to provide a resume and cover letter. Deadline for the application is April 24, 2019.

See other page for detailed descriptions of the 4 Program Assistant positions.
Program Assistant for Publicity and Communications

- **Responsibilities:** The Program Assistant for Publicity and Communications has primary responsibility for designing the program’s marketing materials, student communications, and web and social media presence. This person creates memorable and visually appealing posters to promote events on campus. They also create and format a weekly newsletter that all Summer School students receive. This person manages content on the Activities Office website using Harvard’s Open Scholar platform. The Program Assistant for Publicity and Communications manages a committee of roughly 20 Summer School proctors who help to promote events and put up flyers around campus.

- **Qualifications:** This position requires strong time-management and communication skills, as well as experience designing promotional materials. Interested candidates should submit samples of their work. These can be posters or a webpage you designed, or some other example of your artistic design skill set.

Program Assistant for Trips

- **Responsibilities:** The Program Assistant for Trips has primary responsibility for Summer School trips throughout the Cambridge, Boston, and New England region. This person manages trip logistics, including times, locations, meal pick-ups, communication with students, and ticket sales. As such, they stay in close communication with vendors (i.e. transportation, destination) and Harvard partners (i.e. Harvard Outings & Innings, Annenberg Dining Hall). This person also organizes orientation meetings for the Summer School proctors who lead each trip.

- **Qualifications:** This position requires coordinating across multiple offices and serving multiple constituencies. As such, candidates should have strong organizational and communication skills, and attention to detail.

Program Assistant for Athletics and Campus Events

- **Responsibilities:** The Program Assistant for Campus Events has primary responsibility for Summer School events that take place on campus, including intramural athletics, the summer film series, socials, and special events. This person manages event logistics, including times, space reservations, sign-ups, food/catering, and communication with students. As such, they work closely Harvard partners (i.e. Harvard Recreation, room reservations, Instructional Media Services, Harvard University Dining Services) and vendors (i.e. equipment, t-shirts, security). This person also manages a committee of roughly 20 Summer School proctors who staff events.

- **Qualifications:** This position requires coordinating across offices and serving multiple constituencies. Candidates should have strong organizational and communication skills and attention to detail. Strong candidates will have experience managing teams and planning and executing large-scale events.

Program Assistant for Summer Servers and Administration

- **Responsibilities:** Summer Servers gives students the opportunity to participate in community service day trips to various non-profit organizations throughout Cambridge and Boston. The Program Assistant for Summer Servers coordinates with our non-profit partners and manages service trip logistics. They manage a committee of roughly 20 Summer School proctors who staff service trips. This person also assists in keeping the office organized and fully resourced, and may provide other logistical support as needed.

- **Qualifications:** This position requires excellent organization and communication skills. Strong candidates will have an interest in collaborating with local non-profits, and experience managing teams.