Job Posting – Student Activities Office: Program Coordinator

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. Reporting to the Assistant Director of Student Services, the SAO Program Coordinator plays a lead role in the administration of the Student Activities Office. The Program Coordinator gains valuable leadership and student affairs experience, providing an engaging student experience in a fast-paced environment.

Responsibilities

- Collaborate with the Assistant Director to align execution with program vision and strategy
- Oversee the daily operations of the Student Activities Office
- Supervise the staff of 4 Program Assistants providing support across 4 areas: Publicity and Communications, Trips, Athletics and Campus Events, and Summer Servers and Administration
- Manage the gathering and analysis of data for ongoing improvements and program evaluation
- Other responsibilities as assigned

Requirements

- Strong communication and interpersonal skills
- Proactive with excellent organizational and time-management skills and ability to manage competing priorities
- Must be strategic, creative, and efficient problem-solver
- Must be collegial, team-oriented, flexible, and have a sense of humor
- Proficiency with Google Drive, Google Sheets/Microsoft Excel, Google Forms/Qualtrics
- Current and recent Harvard undergraduates and graduate students, as well as select Harvard College residential staff, 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 23, 2018 – Saturday, August 11, 2018. Program Assistants must participate in orientation (tentative dates: June 13-22, 2018). This is a 40 hour/week position with certain weekends and evenings required. Compensation includes $5,000 plus free room and board for the duration of the summer term. The Program Coordinator reports to the Assistant Director of Student Services.

Application: Submit a resume and cover letter to Margot H. Vona, Assistant Director of Student Services, at mhvona@fas.harvard.edu. In your cover letter, please describe any relevant experience in program administration, leadership and management, and/or student affairs. Direct any questions about the position or the Student Activities Office in general to mhvona@fas.harvard.edu with the subject line "SAO Program Coordinator Inquiry."

Deadline: April 16, 2018