

Graduate Student Assistant for Social Impact Fellowships

MIT PKG Center

Cambridge, MA

\$18.00 per hour, MBTA T-Pass, Earned Sick Time in Compliance with MA State Law

Email a resume and cover letter to hynd@mit.edu with the subject line “Graduate Assistant Application”

Position 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 mission is 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.*

The Priscilla King Gray Public Service Center (PKG Center) at MIT seeks a Graduate Assistant for the PKG Fellowships for the 2024-2025 academic year, with the possibility of also working part of summer 2024 and/or summer 2025 depending on needs and availability. 15-19 hours a week with lots of flexibility.

The PKG Fellowship program supports MIT students in developing and implementing intensive social impact work with community-focused organizations. Each year, about 60 students are awarded funding to consult with non-profits, pilot their own social enterprise, or explore social impact careers through internships. See the PKG Center blog for some great examples:

<https://pkgcenter.mit.edu/2021/09/22/pkg-fellowships-mercy-oladipo-23/>

<https://pkgcenter.mit.edu/2021/09/15/pkg-fellowships-allison-hannah-lee-g/>

<https://pkgcenter.mit.edu/2021/09/01/pkg-fellowships-beatriz-alderequia-g/>

Under the direction of the Assistant Dean, the Graduate Assistant (GA) will support all aspects of the program and gain professional development in social impact and higher education. The GA works with MIT students as they cultivate their visions of social change across diverse disciplines. There will be ample opportunities to build skills and network with staff and students who care as passionately as you do about inclusive social change.

We have a lively office atmosphere and a lot of interaction with students and with each other.

The successful candidate will join a cohort of about 8 Graduate Assistants from local universities plus our team of 8 full-time staff - meet the team at

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

This role requires in-person time in our office at MIT, but some work can be done remotely.

Principal Duties and Responsibilities

Precise tasks will depend on the skills and interests of the successful applicant, so tell us about your skills and passions in your application! Areas of focus include:

- Advising undergraduate and graduate students on developing their social impact ideas and creating competitive applications.
- Outreach to students and departments about PKG Fellowships and other PKG Center opportunities
- Reviewing program applications from students and interviewing finalists (this is great experience for your own future applications and interviews!)
- Supporting students' in reflecting on their work and impact
- Planning and implementing speaker series featuring community partners, faculty and students engaged in social impact work
- Managing program documentation
- Planning and implementing events such as reflection dinners and orientation events
- Writing blog articles or other media and supporting student bloggers
- Program evaluation

Required Qualifications & Skills:

- Enrollment as a graduate student at a Boston-area university in a related field such as higher education management, international development, social work, public policy, social entrepreneurship, etc.
- Commitment to inclusive and equitable social change that integrates community voice
- Must be detail oriented
- Strong organizational and project management skills
- Ability to comfortably navigate or learn platforms like SMOApply, Google Drive, Canva, Canvas, and Airtable
- Must be comfortable advising students and helping them to refine their ideas
- Strong communication (oral and written) and interpersonal skills.
- Ability to exercise sound judgment and discretion when handling sensitive information and documents
- Experience with entrepreneurship, fundraising, project management, communications technologies, technology transfer, field experience in emerging markets, and other relevant areas preferred.

Work schedule

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

Work dates can be tweaked to fit with the Graduate Assistant's own academic calendar. Ideally the Graduate Assistant will begin before the start of the fall semester.

This position is 15-19 hours a week. The precise schedule is flexible to fit the Graduate Assistant's academic schedule, but the majority of work hours must be undertaken in-person at our MIT office during our standard work hours.

Supervision Received: Reports to Assistant Dean

Duration

Temporary

Contacts

Alison Hynd hynd@mit.edu

Allowed School Years

Masters, Doctorate

Allowed Majors

All majors allowed

Work Authorization Requirements

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.