

Graduate Student Assistant for Social Impact Internships and Employment

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 juva@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 Social Impact Internships and Employment program 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 Social Impact Internships and Employment program helps connect students with funded internships and jobs at community partners for rigorous, progressively challenging, and academically aligned opportunities that yield significant community impact, build students’ skills, and support career exploration. Under the direction of the Program Administrator, the Graduate Assistant (GA) will support all aspects of the program and gain professional development in social impact and higher education.

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:

- Liaising with community partners to develop and maintain opportunities for students
- Pitching opportunities to classes and student groups at MIT
- Producing and distributing publicity and communication materials including newsletters, and student and community partner stories
- Researching existing external social impact opportunities and advertising to students
- Planning and implementing events such as reflection dinners, information sessions, community partner meetings, and orientation events

- Assisting with documentation and student onboarding processes
- Advising and supporting students before and during programs
- Assisting with reporting and evaluation
- Helping represent the program for campus-wide events such as Campus Preview Weekends, career fairs, and networking events

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.
- Ability to work independently and as part of a team
- Comfort with juggling different tasks and working with varied stakeholders
- Must be detail oriented
- Strong organizational and project management skills
- Ability to comfortably navigate or learn platforms like Google Drive, Canva, Canvas, and Airtable
- Strong communication (oral and written) and interpersonal skills
- Ability to exercise sound judgment and discretion when handling sensitive information and documents

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 Program Administrator, Social Impact Internships and Employment

Duration

Temporary

Contacts

Julie Uva juva@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.