

Public Service House Student Representative - Position Description

Updated: September 2021

BACKGROUND

Each of the 12 upper-level Harvard College Houses have a designated Public Service Student Representative who provides their peers with knowledge and advice about public service opportunities on campus. Representatives work closely with public service staff from Harvard College and House Public Service Tutors to develop programming, advising, and support for public service initiatives.

Student representatives are supported in the duties outlined below through monthly meetings and biannual training sessions hosted by staff at the Phillips Brooks House: Center for Public Service & Engaged Scholarship. Within their House, Public Service Student Representatives have a responsibility to their fellow students, tutors, and House leadership.

JOB DUTIES

Public Service House Representatives should be passionate about public service and will provide peers with knowledge and advice on public service opportunities with the public service offices and organizations on campus. Public Service Student Representatives will work closely with the Assistant Dean of Civic Engagement and Service, the Service to Society Fellow, Public Service Tutors, and major public service offices and organizations at Harvard. Each House and Community will have one public service student representative.

Responsibilities will include:

- Attending one monthly meeting (90 minutes) each month during the academic year
- Collaborating with House Public Service Tutors and other public service representatives on campus programming;
- Planning and hosting at least one public service event in their respective House each month
- Acting as a public service email liaison for volunteer opportunities and other relevant public service events and information to their respective Houses; and
- Publicizing campus-wide public service projects in their respective Houses.

Student representatives will:

- Be paid a stipend of \$300 each semester
- Receive \$250 each semester for House events
- Receive instructional training about primary public service offices/organizations
- Be provided with all necessary primary public service offices/organizations' materials and information

- Gain professional skills through regular readings, presentations, and guest speakers which will be held during the scheduled monthly seminars.

PROMOTING OPPORTUNITIES

- Become familiar with the calendar and other resources at <http://www.publicservice.fas.harvard.edu/>
- Share important events with staff at Phillips Brooks House
- Read the weekly departmental newsletter, forward relevant messages to your House/dorm communication channels,
- and encourage students to register for this weekly email — subscribe at <https://goo.gl/CDHexb>
- Like the Phillips Brooks House Center for Public Service & Engaged Scholarship ([@harvardserve](#)) page on
- Facebook.
- Follow [@PBH_Harvard](#) on Twitter and forward important messages via social media.
- Follow [@harvardserve](#) on Instagram & tag [@harvardserve](#) and [#harvardserve](#) on any public service photos
- Organize Instagram takeovers of the [@harvardserve](#) account

ORGANIZING MONTHLY ACTIVITIES

The activities listed below are meant to serve as a starting point for the various activities you can plan for your House. We hope that each House will take the initiative to get creative with various public service activities. We will support public service reps and tutors in these activities and will share information about other potential projects throughout the year.

Sample activities include:

- *September*: PBH Fall Open House promotion; Careers in Public Service advising panel; promoting term-time volunteering
- *October*: Supporting voter registration activities, Winternship promotion
- *November* : Help organize a Veterans Day service project; Supporting Phillips Brooks House Holiday Giving Drive
- *December*: Summer Internship Advising Panel
- *January*: Martin Luther King Day reflection; PBH Spring Open House promotion;
- *February*: Black History Month; Promoting Summer Application Deadlines; promote term-time volunteering
- *March*: Promote the Engaged Scholarship and Social Justice Research Conference; Alternative Spring Break promotion
- *April*: Earth Day activity; Global Youth Service Day; Visitas - engaging with incoming first-year students
- *May*: Organizing a community arts project with ArtsFirst; Organizing a service day during Senior Week

TO APPLY

Please complete our [application form in Qualtrics](#) by September 20, 2021. You will be asked to submit a copy of your resume and complete a few short answer questions.