

Public Service Specialty Tutor - Position Description

July 2020

BACKGROUND

Public Service Tutors serve in a specialty residential role sponsored by the individual Houses and through the Phillips Brooks House Center for Public Service and Engaged Scholarship (referred to as the Center in this document). Public Service Tutors are supported in the duties outlined below through monthly meetings and biannual training sessions hosted by the Center, in addition to the ongoing support provided to Tutors by House leadership. Public Service Tutors have a responsibility to the students in their House community, fellow Tutors and House leadership, as well as offices within Harvard College including the Center and the Dean of Students Office (DSO).

JOB DUTIES

Program Planning:

- Assist Public Service Representative from their House in developing a one-page proposal detailing their public service planning for the academic year
- For the 2020-2021 academic year, Public Service Tutors will guide students by developing remote programming through the Harvard Everywhere initiative

Advising:

- Advise students as they pursue volunteer, academic, fellowship, and career opportunities in public service through the Center's offices; encourage involvement and assist student in identifying opportunities and following through
- Assist Public Service Representative in leading and sharing reflections on public service experiences
- Host public service tables, attend activity fairs and open houses, and utilize the Public Service Directory to provide information on public service opportunities

Promoting Opportunities:

- Share public service events in your House with the Center and share the Center's events with your House
- Collect student public service photos and stories to post them across the Center's social media channels ([Instagram](#), [Facebook](#), [Twitter](#))

STAKEHOLDER ENGAGEMENT

Role with the Center:

- Familiarize yourself with the public service fellowships, careers, and volunteer opportunities offered by the Center and its partner offices
- Attend meetings and provide feedback whenever possible
- Be a thought partner in public service efforts at Harvard College

Role with Students:

- Connect and build meaningful relationships with students
- Create opportunities for reflection within the House community around public service
- Support student-led programming in the House related to public service
- Design programs and events that are inclusive, promote public consciousness, and promote social well-being

Role in the House:

- Raise awareness in the community about public service issues in various aspects of House life
- Work with staff in the Center to support implementation of additional training for Tutors or Proctors around public service
- Support House-wide response to issues or concerns that arise around public service and community issues

Role in the College:

- Serve as a House liaison for College-wide, public service programming and support the implementation of any related, localized initiatives in the House
- Participate in monthly Public Service Representative meetings to support colleagues across Houses and to serve as a point of connection between the House and the Center
- Engage with the public service residential advising community, via list-serves, monthly meetings, and strategic planning processes

BASIC QUALIFICATIONS

- Intermediate-level fluency in vocabulary around public service, equity, and social well-being
- Experience facilitating small group discussions
- Commitment to student development and programs that support the public good
- Strong communication and interpersonal skills

ADDITIONAL QUALIFICATIONS

- Relevant experience mentoring, advising, or advocating for students interested in making a positive difference in their communities
- Experience facilitating positive and constructive dialogue related to civic engagement, public service, social justice, inclusion, power, and privilege
- Training or experience in cultivating partnerships, conflict negotiation, and community capacity-building