

Harvard College



Service to Society
www.publicservice.fas.harvard.edu

Public Service Student Representatives 2014-2015 Job Description

Public Service Student 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 Dean of Public Service, the Service to Society Fellow, the Public Service Tutors, and major public service offices and organizations on campus. Ideally, there will be one student representative for each House.

Responsibilities will include:

- Attending one 1.5 hour seminar each month during the 2014-2015 academic year
- Collaborating with their respective Public Service Tutors and other public service representatives
- Planning and hosting at least one House public service event in their respective House each month
- Hosting two advising office hours during dinner each semester
- Acting as a public service email liaison, for volunteer opportunities and other relevant public service events and information to their respective Houses
- Publicizing campus-wide ‘Service to Society’ projects in their respective houses

The following is the 2014-2015 meeting schedule. You are expected to attend **every** meeting. You will be allowed one excused absence per semester. Any additional absence could result in your dismissal as a Public Service Representative.

- **Wednesday, September 24, 5:30 – 7:00PM (Leverett House, Room TBA)**
- **Wednesday, October 22, 5:30-7:00 PM (Leverett House, Room TBA)**
- **Wednesday, November 19, 5:30-7:00 PM (Leverett House, Room TBA)**
- **Wednesday, December 3, 5:30-7:00 PM (Leverett House, Room TBA)**
- **Wednesday, February 4, 5:30-7:00 PM (Cabot House, Private Dining Room)**
- **Wednesday, March 4, 5:30-7:00 PM (Cabot House, Private Dining Room)**
- **Wednesday, April 8, 5:30-7:00 PM (Cabot House, Private Dining Room)**
- **Tuesday, May 5, 5:30-7:00PM (Cabot House, Private Dining Room)**

The ideal candidate will be:

- Able to communicate effectively
- Interested in public service and/or public interest careers
- Capable of reaching out to and working with a diverse body of people including other students, Public Service Tutors, and Harvard staff
- Willing to learn about primary public service offices/organizations’ structure and programming
- Able to maintain open communication channels with public service staff
- Responsive to emails
- Self-directed, outgoing and creative
- Available to field questions from students and address them in a timely manner

- Able to conduct other responsibilities as they arise

Student representatives can expect to:

- Be paid a stipend of \$300 each semester
- Receive additional funding to host their 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

If you have any questions, please contact Robert Julien, Service to Society Fellow, at rjulien@fas.harvard.edu.