



Public Service House Representatives 2019-2020 Job Description

Public Service House Representatives provide peers with knowledge and advice on public service opportunities with the public service offices and organizations on campus. Public Service Student Representatives work closely with the Assistant Dean of Civic Engagement and Service, Faculty Director, Service to Society Fellow, Public Service Tutors, and major public service offices and organizations at Harvard. Each house has one public service representative.

Ideal candidate:

- Able to communicate effectively
- Passionate about 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

Perks:

- Be paid a stipend of \$300 each semester
- Receive additional funding to host events (at present, \$250 per semester, per house)
- 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

Responsibilities (summary):

1. **One pager;** submit a one pager detailing her/his public service planning for her/his house
2. **Events;** plan one public service event in her/his house each month
3. **Reflections;** submit a reflection piece on public service every two months for publication on publicservice.fas.harvard.edu and other outlets
4. **Communications;** post public service event updates, photos, and reflection on our social media accounts, and disseminate events, public service job opportunities, fellowships, internships, and the like, in her/his house
5. **Meetings;** attend scheduled meetings at the Phillips Brooks House; regularly meet with her/his Public Service Tutor(s)

Responsibilities (details):

1. **One pager;** *devise, along with her/his Public Service Tutor(s), a one pager proposal detailing her/his public service planning for her/his houses for the academic year. The one pager should contain the following: **Issue** (define the issue(s) [one preferred, but up to two] in her/his house that s/he would like to assist with and through public service; e.g., building community, building empathy towards a specific population, public service careers, political engagement, housing, health, law, education, food insecurity, the arts, the elderly, social enterprise, loneliness, inclusion, public health, race relations, etc.), **mission** (define her/his and her/his tutor's proposed role in her/his house based on her/his issue), **vision** (where s/he sees her/himself, and what s/he will have accomplished through her/his role, by the end of the academic year), **objectives** (goals s/he wishes to achieve in order to accomplish her/his vision), **approach** (how s/he plans to engage peers, faculty, staff, and guests in order to accomplish her/his vision, objectives, and help make an impact in her/his issue), **events** (proposed list of monthly house/dorm or joint events for the academic year), and **timeline** (proposed timeline of events and objectives)*
 - *Timeline/frequency:* All one-pagers are due the day before the first meeting
2. **Events;** *plan and execute public service events in her/his house. Each event should ideally help solve the issue identified in her/his one pager. Events need not be time-consuming; small house gathering suffice, in most cases. Public Service Representatives are also encouraged to do inter-house events; e.g., Quadrangle-based houses organizing a panel on public service and health with public service-oriented Harvard Medical School students and faculty as panelists*
 - *Timeline/frequency:* All Public Service Representatives will plan for and execute one event each month
3. **Reflections;** *submit a reflection piece reflecting on her/his experience, broadly defined, in public service. Public Service Representatives can write about their experience in high school, at Harvard College; what led them to become involved in public service; a specific event that took place recently; their reflection on achieving their mission and vision, as outlined in their one pager. Alternatively, they can respond to a number of questions that will be made available to them. Each entry should be submitted with a headshot or action photo. The entries will be published on publicservice.fas.harvard.edu and other outlets*
 - *Timeline/frequency:* All Public Service Representatives will submit one reflection piece every two months
4. **Communications;** *post public service event invitations, updates, photos, and reflections on our social media accounts; disseminate events, public service job opportunities, fellowships, internships, and the like, in her/his house. Public Service Representatives will write a short set of social media guidelines before being given the password and the login information of the department's social media accounts*
 - *Timeline/frequency:* All Public Service Representatives will be expected to fulfill the communication requirements and post at least once every two weeks
5. **Meetings;** *attend scheduled meetings at the Phillips Brooks House and regularly meet with her/his Public Service Tutor(s).*
 - *Timeline/frequency:* The dates for the scheduled meetings at the Phillips Brooks House can be found below. Meetings with Public Service Tutor(s) should be scheduled separately

2019-2020 Meeting schedule: The following is the 2019-2020 meeting schedule. Public Service Representatives are expected to attend every meeting. They will be allowed one excused absence per semester. Any additional absence could result in their dismissal as Public Service Representatives

- Thursday, October 17, 5:30 – 6:45pm, PBH Parlor Room (*group meeting*)
- Wednesday, November 14, 5:30 – 6:45pm, PBH LR (*Combined with Service to Society First-Year Council*)
- Wednesday, December 5, 5:30 – 6:45pm, PBH LR (*group meeting*)
- Wednesday, Jan 16, 5:30 – 6:45pm, PBH LR (*group meeting*)
- Wednesday, February 10-30, 5:30 – 6:45pm, location TBA (*individual meetings; Public Service Rep, Tutor, and Service to Society Fellow*)
- Wednesday, March 13, 5:30 – 6:45pm, location TBA (*group meeting*)
- Wednesday, April 16, 5:30 – 6:45pm, location TBA (*group meeting*)
- April 30 – May 1, Individual check-ins

For any questions, please contact Pedro De Abreu, Service to Society Fellow, at abreu@fas.harvard.edu



Photo: Joint '18-'19 Harvard College Public Service meeting with the '18-'19 Harvard College First-Year Service to Society Council



Photo: '18-'19 Harvard College Public Service Representatives at a monthly meeting wrapping Christmas boxes for the Annual PBH Toy Drive



Photo: '18-'19 Quincy House Harvard College Public Service Representative Ellen Zhang (right) combined her passions in service, medicine, and creativity through collaborating with [Arts for Little Hearts](#). Through this collaboration, she and her Public Service Tutor, Alysha Johnson Williams, organized an event for students in Quincy dining hall to take a break from their studies or busy days to make and decorate stuffed hearts; these crafts, along with short notes, would ultimately be delivered to hospitalized children around the world. In the photo, Ellen and her Public Service Tutor hold the hearts that they made for this event. They were both so proud of how the event turned out.



Photo: '18-'19 Quincy House Students in Quincy dining hall sewing and decorating their stuffed hearts. As they worked, they conversed and ate the Felipe's nachos, seen in the back of the table.