



Harvard College Service to Society First-Year Council 2019-2020 Job Description

Members of the Harvard College Service to Society First-Year Council provide peers with knowledge and advice on public service opportunities with the public service offices and organizations on campus. Service to Society First-Year Council members 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.

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 Proctors, Faculty, 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, \$750 per semester for the Council)
- 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 the Council's public service planning for the College
2. **Events;** plan one public service event 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 Public Service Proctor(s)

Responsibilities (details):

1. **One pager;** *devise a one pager proposal detailing their public service planning for the Council for the academic year. The one pager should contain the following: **Issue** (define the issue(s) [one preferred, but up to two] in the College the Council 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 their proposed role in their dorms and campus based on their issue), **vision** (where they see themselves, and what they will have accomplished through their role, by the end of the academic year), **objectives** (goals they wish to achieve in order to accomplish their vision), **approach** (how they plan to engage peers, faculty, staff, and guests in order to accomplish their vision, objectives, and help make an impact in the College), **events** (proposed list of monthly dorm/yard or joint events for the academic year), and **timeline** (proposed timeline of events and objectives)*
 - *Timeline/frequency:* Council members are expected to come to the first meeting of the semester with ideas on their one pager; the Council-wide one pager is expected to be finalized then
2. **Events;** *plan and execute public service events in her/his dorm/yard. Each event should ideally help solve the issue identified in the one pager. Events need not be time-consuming; small dorm gatherings suffice, in most cases. Council members are also encouraged to do inter-dorm events; e.g., Ivy Yard-based houses organizing a panel on public service and health with public service-oriented Harvard Medical School students and faculty as panelists*
 - *Timeline/frequency:* Council members 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. Council members 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:* Council members 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. Council members 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:* Council members 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 their Proctor(s)*
 - *Timeline/frequency:* The dates for the scheduled meetings at the Phillips Brooks House can be found below. Meetings with Proctor(s) should be scheduled separately

The following is the 2018-2019 meeting schedule. Council members are expected to attend every meeting. Council members will be allowed one excused absence per semester. Any additional absence could result in their dismissal as the Harvard College First-Year Council members.

- Wednesday, October 16, 5:30 – 6:45pm, PBH Parlor Room
- Wednesday, November 13, 5:30 – 6:45pm, PBH LR (*Combined with Public Service Rep. Board*)
- Wednesday, December 4, 5:30 – 6:45pm, PBH LR (*group meeting*)
- Thursday, Jan 22, 5:30 – 6:45pm, PBH LR (*group meeting*)
- February 10-30, location TBA (*individual meetings; Public Service Rep, Tutor, and Service to Society Fellow*)
- Wednesday, March 12, 5:30 – 6:45pm, location TBA (*group meeting*)
- Wednesday, April 15, 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: Members of the '18-'19 Harvard College First-Year Service to Society Council with the Service to Society Fellow (left)



Photo: '18-'19 Harvard College First-Year Service to Society Council joins recent alumni for a public service careers workshop