Seeking *Cardinal Careers Student Assistant*
Haas Center for Public Service
10 hours/week
$16/hour
Start date: September 2018

About the Haas Center
The mission of the Haas Center for Public Service is to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. The Haas Center is the hub of Cardinal Service, an ambitious university-wide initiative to elevate and expand service as a distinctive feature of a Stanford education.

Summary
The Cardinal Careers Student Assistant supports the Cardinal Careers Team with cultivating, marketing, and advertising events and opportunities for Stanford students to pursue careers in public service and social impact after graduation. The Student Assistant will assist with various aspects of the team’s strategies including event planning, outreach and marketing; the Cardinal Careers website; social sector job search materials; and other tasks as required.

Hours
The Student Assist will work no more than 48 hours per month, averaging about 10 hours a week, with flexibility in scheduling due to academic responsibilities.

Pay Rate
$16.00/hour

Tasks

- Assist in outreach, marketing, and event planning and management for public service career-related events, fellowships, and opportunities
- Gather, summarize, and format content for the Cardinal Careers Newsletter, a weekly resource distributed to student interested in pursuing work in the public interest.
- Conduct research related to the mission of the Cardinal Careers team
- Help de-mystify the social sector job search by supporting the development of materials and handouts
- Assist with other tasks as assigned.

Qualifications

- Proficient using Microsoft Excel
- Detail-oriented
- Resourceful and organized
- Able to work independently and follow through with responsibilities
- Knowledge of and/or interest in public service and the work of the Haas Center
- Experience using MailChimp preferred

How to Apply
Send an email with “Cardinal Careers Student Assistant” in the subject line to Leslie Garvin (lsgarvin@stanford.edu) no later than June 11 with the following:
1. Resume (.pdf format)
2. A paragraph highlighting your experience with event planning, outreach, and working in an office setting.

Review of applications will begin immediately and will continue until the position is filled.