Haas Center for Public Service
Stanford University
Student Assistant: Community Engaged Learning and Research (CELR)
8-10 hrs/wk
Wage range: $14.50 - $16.50

Start date: Autumn Quarter 2016

The Haas Center’s mission is to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. The Haas Center for Public Service is a unit of the Division of Student Affairs. The activities of the Haas Center and other Student Affairs Divisions traverse both academic and non-academic areas, providing programs and services focused on student development, intellectual engagement, diversity and multiculturalism, and community and responsibility, among others.

Stanford’s mission is to educate and develop future leaders and to promote interdisciplinary, world-class research and teaching. This mission and the quality of Stanford’s faculty, students, and staff make it an intensely creative and rewarding place to work.

Job Summary

The Student Assistant for Community Engaged Learning and Research (CELR) is responsible for providing general support to the CELR team in the areas of program development, planning, implementation and assessment. The assistant will play an important role in assuring meaningful and quality experiences and support for students, faculty, and the community agencies engaging in public scholarship and service-learning projects.

An overview of general responsibilities, qualifications and requirements for Haas Center student employees can be found on our “Student Jobs” webpage at https://studentaffairs.stanford.edu/haas/about/staffandboards/studentjobs.

Specific responsibilities may include

- Assisting in a range of organizational and administrative duties related to public scholarship and community engaged learning program development and implementation
- Providing support for events, programs, seminars and workshops related to public service research, graduate student outreach, and faculty outreach and development
- Providing general support for the Community Based Research (CBR) Fellows Program and the Andrea Naomi Leiderman Fellowship, including the preparation and processing of committee reports, written summaries, spreadsheets, etc.
- Providing clerical and curricular development support for the Public Service Scholars Program (PSSP), URBANST 123A/B: Approaching Research in the Community
- Serving as a student ambassador of the Haas Center for Public Service
- Providing general support for the Graduate Public Service Fellows Program, including recruitment and selection processes, meeting preparation, communications
- Conducting literature searches and other resource identification to support community engaged learning initiatives
- Editing and updating web content and Communications resources for community engaged learning related programs

**Qualifications**
1. Excellent oral, written, and interpersonal communication skills
2. Strong problem-solving and critical thinking skills
3. Effective organizational and time management skills and the commitment to follow with responsibilities
4. Desire to work with others and/or as part of a team
5. Ability to function as a self-starter
6. Openness to learning new skills
7. Knowledge of the Haas Center and an interest in public service
8. Experience as a volunteer in the community is highly preferred, as is a strong commitment to community service and civic engagement

Review of applications will begin immediately and will continue until the positions are filled. To apply, please submit a resume and brief cover letter to Nathaniel Berger, Program Manager for Community Engaged Learning and Research at neberger@stanford.edu