Job Opening
Title: Student Assistant, Executive Office
Haas Center for Public Service

Mission:
The Haas Center for Public Service strives to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. It is the hub of Cardinal Service, a university-wide initiative that reaffirms service as a distinctive feature of a Stanford education. The initiative focuses on four dimensions that have proven over the years to be transformational in the lives of Stanford students: Cardinal Quarter, Cardinal Courses, Cardinal Commitment and Cardinal Careers.

This position will assist the Haas Center’s Executive Office with the clerical day to day operations necessary to support the work of the Haas Center’s Executive Team as well as aid in evaluation and assessment projects related to Cardinal Service. This person will participate in a broad range of administrative tasks under the direction of the Executive Office Coordinator and the Program Assessment and Data Analyst. This is a great opportunity to build skills and gain experience working in an office environment for an organization that is working to make the world a better place.

Responsibilities:
This individual will assist the Executive Office (including the Executive Director and Executive Office Coordinator) with various projects, including clerical work (copying, mailings, etc.), expense reimbursements, drafting and editing correspondence, event logistics (ordering food etc), conducting research, and other duties as assigned. Additionally, this person will assist the Program Assessment and Data Analyst with management of quantitative and qualitative data (data entry, data clean-up, coding and compiling data). This person will help create tables, graphs, charts in order to effectively convey survey findings to lay audience as well as create individualized reports or PowerPoint presentations for Haas Center program staff. The individual must ensure confidentiality and privacy of data and findings.

Level/Pay Rate:
Students are paid on an hourly basis based on the suggested student wage and depending on experience. This position is qualified for Community Service Work Study (Community Service Work Study is not required).

Hours:
6 - 10 hours per week (based on your preference/availability) scheduled between the hours of 10:00am – 5:00pm M-F during the school year.

Reports to:
This position reports to Elon Hailu, the Executive Office Coordinator and Jo Wong, the Program Assessment and Data Analyst at the Haas Center for Public Service. In addition, the student assistant will be a backup to the Executive Office. This may include answering the phone, assisting staff with questions and helping the Executive Director with ad hoc requests.
Qualifications: 
Student should be dependable, flexible, detail-oriented and able to manage time effectively. Willing to learn is a must! They should be a self-starter and able to follow up on responsibilities and projects. Computer savvy and comfortable using Word, Excel, PowerPoint, learning new computer applications, and doing basic online research desired.

To Apply:  
Please send resume and a brief letter of interest to Elon Hailu (efhailu@stanford.edu). Please include in your letter any experience you have which would prepare you for this position and your availability were you to be hired for the position. Applications will be accepted until the position is filled. We are looking for someone to start ASAP.