Seeking Cardinal Careers Summer Student Assistant
Haas Center for Public Service
20 hours/week
Hourly wage commensurate with experience
Start date: June 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.

Job description:
The Cardinal Careers Summer Student Assistant will work under the guidance of the Cardinal Careers Senior Program Director, and in collaboration with other Haas Center staff, to help develop tools and resources to connect students with work in the public interest. If you are looking for full-time employment over the summer, this part-time role could be combined with another part-time position in the Center.

Tasks
● Research, update, and organize information regarding the current location and employment of Haas post-grad fellowship alumni and Cardinal Careers advisees
● Prepare and organize content for next year’s Cardinal Careers Newsletter, a weekly resource distributed to student interested in pursuing work in the public interest.
● Research, identify, and invite organizations to participate in Kickstart Your Social Impact Career Fair in the fall.
● Organize fellowship files.
● Analyze the data from this year’s editions of the Cardinal Careers Newsletter.
● Assist with other tasks as assigned.

Qualifications
● Must be eligible for Federal Work Study. If FWS is not included in your financial aid award, you may send a request to federalworkstudy@lists.stanford.edu to have your eligibility reviewed
● 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

How to Apply
Send an email with “Cardinal Careers Summer Student Assistant” in the subject line to Leslie Garvin (lsgarvin@stanford.edu) no later than June 6th with the following:
1. Resume (.pdf format)
2. A paragraph highlighting your experience managing data in Excel, working with databases, and working in an office setting.

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