**Job Description**

**Title:** Graduate Fellow for Community Engaged Research  
**Start Date:** 06/17/19  
**End Date:** 09/26/19 for the summer, with preferred candidate continuing through the 19-20 academic school year  
**Pay:** $25/hour; 8-10 hours/week

Stanford University’s Haas Center for Public Service serves as the hub of Cardinal Service, a campus-wide initiative to make service a distinctive feature of a Stanford education. The Haas Center inspires and prepares students to create a more just and sustainable world through service, scholarship, and community partnerships. Guided by the Center’s Principles of Ethical and Effective Service, students engage in local, national, and global service across diverse pathways—community engaged learning and research, community organizing and activism, direct service, philanthropy, policy and governance, and social entrepreneurship and corporate social responsibility.

Cardinal Service focuses on four dimensions that have proven transformative in the lives of our students: a full-time, quarter-long service experience (Cardinal Quarter); community engaged learning classes (Cardinal Courses); sustained service engagement (Cardinal Commitment); and support to integrate service into any career and pursue work in the public interest (Cardinal Careers).

**JOB PURPOSE:**

The Graduate Fellow for Community Engaged Research will support with programmatic development for the expansion of the Haas Center for Public Service’s offerings for graduate students at Stanford. This includes conducting background research and developing proposals (including assessing interest and feasibility) for three key initiatives: 1) the creation of a graduate certificate for community-engaged or activist research; 2) the creation of a Science shop (pro bono community-based research lab) at Stanford; and 3) the creation of a Graduate Engaged Scholars Network.

In collaboration with the Senior Program Director of Engaged Scholarship, the Graduate Fellow for Community Engaged Research will also develop a series of workshops to support graduate students across fields in developing the theoretical and methodological tools and skills necessary to successfully design and implement research projects with a community-engaged component, or that otherwise seek to promote social change. These workshops will bring in expertise (understood both broadly and horizontally) from community members, community-based organizations, activists, educators, organizers, students, staff, faculty, and others with relevant experience. The Graduate Fellow for Community Engaged Research will also support with other administrative tasks as needed.
CORE DUTIES (SUMMER, with the ideal candidate continuing into the academic year):

Program Development

- Research and develop a proposal for a graduate certificate for community-engaged or activist research, including information on how it is done at peer institutions
- Research and assess the feasibility of piloting a Science shop (pro bono community-based research lab) at Stanford; develop a proposal as needed
- Assess graduate student interest in the creation of a Graduate Engaged Scholars Network
  - Reach out to interested students
  - Host 2-3 network meetings per quarter, pending graduate interest (starting in the fall)
- Publish on the Haas website a collated list of existing community-engaged research and learning resources
  - Recruit “Graduate Student Advisors,” and add their contact information to the website

Workshop Series

- Create a year-long workshop / speaker series that supports graduate students working on community-engaged or activist research, in collaboration with the Graduate Public Service Fellowship (2-3 events per quarter – starting in the fall)
- Research appropriate speakers and coordinate the logistical aspects of their visits, including the distribution of honoraria, food, housing, transportation, etc.
- Prepare outreach materials, and coordinate publicity and logistics for each event
- Keep track of event attendance and coordinate speaker feedback

Administrative Support

- Support with publicity to increase graduate student awareness of Haas
- Support with other administrative and program development tasks as needed

Community Engaged Learning and Research Graduate Fellowship

Graduate Students receive:

- Paid professional experience for their contribution to the Haas Center
- Orientation related to the Haas Center’s work
- Routine access to the mentorship, training, support, and resources needed to reach their goals
- A clear scope of work and accountability to a supervisor and/or team with the resources to succeed
● Experience in a high functioning, collaborative, inclusive, and supportive professional environment
● Opportunity to explore alternative academic career options and/or to connect their academic work with community engagement

*Modeled off of the Gephardt Institute for Civic and Community Engagement

MINIMUM REQUIREMENTS

**Education and Experience:**
● Enrollment in a PhD program at Stanford
● Experience in the design, implementation and reporting of research, with knowledge and experience with community-engaged or activist research strongly preferred
● Experience in event planning and program design and development
● Demonstrated experience and competence in building community among different groups in university and community settings
● Demonstrated commitment to social justice, including the centering of communities most impacted in research and organizing; the examination of power and positionality in knowledge production; the challenging of hierarchical relationships of power in the research process; the goal of social transformation for the empowerment of oppressed communities
● Demonstrated skill in communication and professional interactions

**Preferred Qualifications:**
● Background in critical studies of race and gender

**PHYSICAL REQUIREMENTS:**
● Frequently sit, perform desk-based computer tasks.
● Occasionally stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 10 pounds.
● Ability to use voice to present information/communicate with others.
● On-campus mobility

*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.*

For more information about the position, contact Joanne Tien, Senior Program Director of Engaged Scholarship at JoanneTien@stanford.edu. Applicants should send their CV and cover letter to JoanneTien@stanford.edu.