

Title: Graduate Fellow for Cardinal Quarter undergraduate fellowship program

Start Date: 01/11/21 (flexible)

End Date: 05/31/21 (flexible)

Time commitment: ~ 10 hours/week

Pay: \$23.50-31.50/hour (based on experience and academic degree level)

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

This role offers an opportunity to be involved with the campus-wide Cardinal Quarter initiative. Cardinal Quarter is an opportunity for Stanford undergraduates to participate in a full-time, quarter-long public service experience designed to integrate their academic learning with field-based experience. Students can choose prearranged placements or self-designed opportunities in domestic or international settings. Over 500 opportunities are offered each year through more than 30 campus partners involved in the Cardinal Quarter initiative. The Cardinal Quarter team at the Haas Center for Public Service supports undergraduate students in navigating all available opportunities, provides a stipend to participants, offers pre-field preparatory programming and cohort activities, organizes advising sessions with faculty members, and facilitates reflection activities during and after the service experience.

The Graduate Fellow will work with the Haas Center's Cardinal Quarter team to administer the spring and summer quarter programs.

CORE DUTIES

- Review and evaluate fellowship application materials
- Assist in facilitating interview selection process/committees and finalize selection decisions
- Organize and implement online events or training sessions to support students during the application and/or onboarding process
- Advise students prior to the spring and summer application deadlines
- Communicate with community partner organizations and track fellowship agreements
- Follow up with selected fellows during the onboarding process; track student involvement and completion of program components
- Facilitate mid-fellowship check-in process with students and organization supervisors, and assist with organizing cohort meetings for fellows
- Assist with program evaluation process

- Maintain program webpages, online resources, application platform, and outreach materials, in collaboration with the Haas Center's communications team
- Develop new training materials (if interest and time allows)
- Support with other administrative and program development tasks as needed

POSITION REQUIREMENTS

- Enrollment in a Master's or PhD program at Stanford
- Interest and experience in public service and supporting undergraduates as they prepare and engage in public service-related experiences
- Experience interacting with nonprofit and community organizations, and building community among different groups in university and community settings
- Preference for applicants who have participated in an internship experience(s)
- Excellent writing and oral communication skills
- Proficiency with Microsoft Office Suite, especially Excel
- Experience with collaboration and working on a team
- Strong attention to detail and ability to meet deadlines and responsibilities in a timely and effective manner

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

**All work is being done remotely and we are only able to employ students who will be working within the United States.*

** 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.*

**Temporary assignments are "at-will" in nature and can be terminated prior to the stated end date due to a number of reasons or for no reason at all, including but not limited to performance, change in operational need and funding.*

For questions or additional information please contact Jon McConnell at the Haas Center: jonmc@stanford.edu Interested applicants should send their resume and a brief letter of interest to jonmc@stanford.edu by November 20, 2020 for consideration.