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

Mission:
The Haas Center for Public Service inspires 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 effort to make service an essential feature of a Stanford education. Cardinal Service helps students engage with the world to bring about real, positive change. Students can find opportunities to serve communities locally, nationally, or globally through four programs designed to be transformative for students and beneficial to the community: Cardinal Quarter, Cardinal Courses, Cardinal Commitment, and Cardinal Careers.

Role:
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. This person will participate in a broad range of administrative and operational tasks under the direction of the Executive Office Coordinator. This is a great opportunity to build skills and gain experience working in an office environment for an organization that is working towards impact and service.

Responsibilities:
This individual will assist the Executive Office (including the Faculty Director, 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. In addition, this role will provide coverage for the Executive Office Coordinator as needed. This may include staffing the desk, answering the phone, assisting staff with questions and helping the Executive Director and Faculty Director with ad hoc requests or projects.

Qualifications:
Applicants should be dependable, flexible, detail-oriented and able to manage time effectively. Willing to learn is a must! They should be a self-starter who follows up on responsibilities and projects and meets deadlines consistently. Applicants should be proficient in using Google Suite and Microsoft Office tools, and comfortable creating charts/graphs, learning new computer applications and data entry/data management. While not required, preference will be given to students who have engaged with the Haas Center previously and are familiar with Haas Center programming.

Compensation and Work Study:
- Compensation rate: $18.00/hour
- 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 and availability) scheduled between the hours of 10:00am–5:00pm Monday–Friday during the academic year.
Reports to:
This position reports to Jordan Dennen, the Executive Office Coordinator at the Haas Center for Public Service. As needed, this position will also include supporting the Executive Director and Faculty Director with ad hoc requests or projects.

To Apply:
● Please send a resume and a brief letter of interest to Jordan Dennen (jodennen@stanford.edu).
● Please include in your letter any experience you have which would prepare you for this position, as well as your available work hours.
● Applications will be accepted until the position is filled. The start date for this role will likely be end of October.

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.