

David L Nieland

Subject: ASSISTANT PROGRAM COORDINATOR-RESIDENT ADVISOR

HARVARD FOREST – HARVARD UNIVERSITY
PETERSHAM, MASSACHUSETTS

2016 SUMMER RESEARCH PROGRAM IN ECOLOGY

ASSISTANT PROGRAM COORDINATOR/RESIDENT ADVISOR (13-week position available beginning May 16, 2016)

For thirteen weeks in May-August 2016, twenty college-age students will join dozens of visiting and staff scientists at Harvard Forest in researching the effects of natural and human disturbances on forest ecosystems. The Program Assistant works closely with the Summer Program Coordinator in organizing the various educational components to the summer program. S/he provides information, advising, support and discipline required to create a hospitable academic work environment.

Duties and Responsibilities (work under the supervision of the Summer Program Coordinator)

Assistant Program Coordinator

Assist with student arrival and orientation (May 22nd – 24th) Inform students of Harvard Forest activities, policies, and expectations Coordinate weekly (x2) evening workshops and seminars Update and maintain summer student blog (<http://harvardforestreu.blogspot.com/>)

Work with Summer Program Coordinator to resolve student issues Organize Summer Student Symposium in early-August Work on various tasks as needed to facilitate administrative and research projects

Resident Advisor

Responsible for day-to-day activities related to the successful operation of a student residence Hold weekly house meetings Plan, organize, and direct student committees (recycling, social activities, etc.) Serve as advisor to student on matters concerning community development, conflict resolution and counseling

Required Skills, Training and Experience Excellent listening, negotiation, organizational, and problem solving skills required Strong communication (verbal and written), organizational, telephone, and computer skills Work independently with moderate supervision Comfortable with performing a variety of tasks simultaneously Previous experience working with ethnically and culturally diverse population preferred

Time Commitment and Compensation

Compensation is \$13.90/hour for 40 hours per week for 13 weeks (May 16 to August 12, 2016). The assistant has a private room, shared office space with computer and access to Forest vehicles. The position requires on site residence (room and board provided) with weeknight and weekend work.

Application:

Please send a cover letter, resume and contact information for three references to the address below. Applications will be accepted until the position is filled. Additional information about Harvard Forest and the summer program is available at <http://harvardforest.fas.harvard.edu>.

For questions, please contact:

Manisha V. Patel, Summer Program Coordinator
Harvard Forest
324 N. Main Street
Petersham, MA 01366

hfapps@fas.harvard.edu ; <http://harvardforest.fas.harvard.edu/>

NO PHONE CALLS, please.