

HARVARD FOREST – HARVARD UNIVERSITY
PETERSHAM, MASSACHUSETTS

2015 SUMMER RESEARCH PROGRAM IN ECOLOGY

ASSISTANT PROGRAM COORDINATOR/RESIDENT ADVISOR (13-week position available beginning May 18, 2015)

For thirteen weeks in May-August 2015, 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 25th and 26th)

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 18 to August 14, 2015). 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:

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NO PHONE CALLS, please.