

HARVARD FOREST " HARVARD UNIVERSITY

PETERSHAM, MASSACHUSETTS

2022 SUMMER RESEARCH PROGRAM IN ECOLOGY

ASSISTANT PROGRAM COORDINATOR/RESIDENT ADVISOR

(13-week position available beginning May 16, 2022)

Since 1993, the Harvard Forest Summer Research Program in Ecology has been an integral part of Harvard Forest's research and education mission. In 2022, 20 undergraduate students will join the Harvard Forest community in researching the effects of natural and human disturbances on forest ecosystems. The Program Assistant works closely with the Summer Program Coordinator to organize the educational components of the program, and to provide the information, advising, support, and management 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 evening workshops and seminars

Work with Summer Program Coordinator to resolve student issues

Organize Summer Student Symposium in early August

Work on various tasks as needed to facilitate summer research program

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

Strong communication (verbal and written) and computer skills, comfortable using email and list-serves

Capable of performing a variety of tasks simultaneously

Work independently with moderate supervision

Must have a valid driver's license

Must have completed undergraduate degree as of Spring 2022

#### Additional Desired Qualifications

Experience working with ethnically and culturally diverse population preferred

Experience as a Resident Assistant/Advisor preferred

Experience in environmental science work a plus, but note that this is an administrative, not research, position

The University requires all Harvard community members to be fully vaccinated against COVID-19 and remain up to date with COVID-19 vaccine boosters, as detailed in Harvard's Vaccine & Booster Requirements. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's COVID-19 Vaccine Information webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

#### Time Commitment and Compensation

Compensation is \$17/hour for 40 hours per week for 13 weeks (May 16 to August 12, 2022); start date is firm and must be on-site. The assistant has a private room (room and board provided), shared office space with computer and access to Harvard Forest vehicles. The position requires on site residence with weeknight and weekend work.

#### Application

Apply by sending bundled PDF cover letter, resume and contact information for three references to [hfapps@fas.harvard.edu](mailto:hfapps@fas.harvard.edu) SUBJECT LINE: ASSISTANT PROGRAM COORDINATOR/RESIDENT ADVISOR. For full consideration, submit your application materials by March 25, 2022. Additional information about Harvard Forest and the summer program is available at <http://harvardforest.fas.harvard.edu>. No phone calls, please.

The Harvard Forest Community

Harvard Forest is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission: the investigation, understanding, and communication of the ways in which physical, biological, and human systems interact to change our Earth. All should feel that they are critical parts of the Harvard Forest community whatever their identity groups while working, studying, visiting, or living here. We will welcome, recruit, develop, and advance talented staff, students, and visiting scholars from diverse backgrounds, and strive to ensure that all are included in our mission.

#### Equal Employment Opportunity Statement

Harvard is an Affirmative Action/Equal Opportunity Employer. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.