

CPIC Student Representative – Job Description

The Center for Public Interest Careers (CPIC) engages and supports Harvard undergraduates and recent graduates in expanding awareness of and exploring public interest careers. Working closely with university, alumni/ae, and community partners, CPIC develops public interest fellowships, internships, networks, and opportunities for personal and professional development.

CPIC is looking for undergraduates who are passionate about public service and/or the nonprofit sector to act as CPIC Student Representatives on campus. The role of the student representative will be to provide their peers with knowledge and advice on paid public service opportunities through CPIC. Ideally, one Student Representative will work in each house, and three student representatives will work collaboratively to reach out to freshmen.

Responsibilities will include:

- Attending an opening meeting this spring (1.5 hours)
- Attending one 1.5 hour meeting each month during the 2009-2010 academic year (9-12 hours per semester)
- Hosting one large event in their respective house/freshmen yards each semester (2 hours per semester)
- Hosting two advising office hours during dinner each semester (5 hours per semester)
- Attending and representing CPIC at pre-professional events on campus (2-4 hours per semester)
- Acting as CPIC's email liason to their respective houses/freshmen yards (3 hours per semester)
- Flyering their respective houses/freshmen yards (4 hours per semester)

The total time commitment is expected to be 1.5 hours this spring and 25-30 hours per semester during the 2009-2010 academic year.

The ideal candidate will be:

- Outgoing
- Able to communicate effectively
- Interested in public service and/or public interest careers
- Capable of reaching out to and working with a diverse body of people including other students, Public Service Tutors, and Harvard staff
- Willing to learn about CPIC's structure and programming
- Able to maintain open communication channels with CPIC staff
- Responsive to emails
- Self-directed
- Available to field questions from their constituencies and address them in a timely manner
- Able to conduct other responsibilities as they arise

Student Representatives can expect to:

- Be paid a stipend of \$300 each semester (about \$10 per hour)
- Receive additional funding to host their events
- Receive instructional training about CPIC
- Be provided with all necessary CPIC materials and information

- Gain professional skills through regular workshops, speaker events, and seminars which will be held during the scheduled monthly meetings and which will be tailored to the selected group's interests during the 2009-2010 academic year
 - For example, one monthly meeting might consist of training and discussion CPIC matters for 45 minutes and a workshop led by a speaker from a nonprofit organization for the remaining 45 minutes.

Student Representatives will begin their work at the opening meeting this spring and will resume working when the academic year begins in September.

Applicants should send a résumé and the completed attached application to both Leanne Gaffney at gaffney@fas.harvard.edu and Diana Wan at dianawan@fas.harvard.edu by Tuesday, March 31, 2009. Applicants selected for interviews will be notified by early April. Please contact Leanne Gaffney or Diana Wan if you have any questions.

CPIC STUDENT REPRESENTATIVE APPLICATION

■ ■ ■ PLEASE PROVIDE YOUR ANSWERS IN THE SPACES BELOW ■ ■ ■	
NAME (Last, First and Middle Initial):	CLASS:
DATE OF BIRTH (MM/DD/YY):	E-MAIL ADDRESS:
HOUSE AFFILIATION*:	CONCENTRATION:
MOBILE PHONE:	HOME TELEPHONE:
COLLEGE ADDRESS (including box number, if any):	HOME ADDRESS:
CURRENT RESIDENT DEAN (Name, E-mail, Phone)	

SUPPLEMENTAL QUESTIONS

1. Please list all extracurricular commitments (student organizations, jobs, research positions, etc.) and the number of hours spent weekly on each activity.

2. In 500 words or less, please tell us about yourself. Be sure to include why you are applying to be a Student Representative, your goals and expectations, and your related experience and/or skills. If you have applied to a CPIC program before, please tell us all of the programs you have applied to and in which years.

REFERENCES

Please list two references below who can speak to your skills and your commitment to public service. One reference should be *a peer*. The other should be *a former or current supervisor*. Please provide names, email addresses, and telephone numbers, as well as each person’s relationship to you. Please note that CPIC may contact your current Resident Dean as a part of this application process.

A résumé listing all summer and work experiences and a completed application should be submitted by email to Leanne Gaffney at gaffney@fas.harvard.edu and Diana Wan at dianawan@fas.harvard.edu by Tuesday, March 31, 2009. Applicants selected for interviews will be notified by early April. Thank you for your interest in this exciting position.

*Current freshmen are eligible to apply to represent either the freshmen yards or their future houses. So either way applicants should indicate their future houses under “House Affiliation.”