Helpful guidance for crafting a job description for a technical or administrative role at Harvard GSD.

GSD technical and administrative job postings should include the following information:

- Position title
- Description of responsibilities
- Required qualifications
- Preferred qualifications
- Any additional details
- Hours per week or per project; and whether it is over the course of semester, academic year, or summer term
- Location: Remote, in-person, or hybrid
- Application instructions (including name and email address)

Open roles should be posted on CREATE to facilitate reaching a broad student audience. For questions regarding the use of CREATE and additional ways to advertise, please email career@gsd.harvard.edu.

Sample posting for an administrative position:

Next Gen Initiative Program Assistant

As a joint collaboration between the Harvard CLIF Next Gen Initiative and Graduate School of Design's Student Services, the Next Gen Program Assistant will work with the Harvard Next Gen leadership team and the GSD First-Gen Team to coordinate programming and collaborative resource development efforts on behalf of the first-generation students at Harvard GSD and the wider Next Gen community across Harvard's graduate and professional schools. Next Gen students include first-generation students, low-income (LI), undocumented, Dacamented, LIFG international, and more.). The Next Gen Program assistant will also act as a representative of the GSD first-gen community and support signature One Harvard events like National First Gen Celebration month and commencement activities. In addition, the Next Gen Program Assistant will work with the GSD First-Gen Curriculum Committee to hold space, support students, and providing professional development opportunities for the GSD first-gen community. Federal work-study required.

Duties & Responsibilities
- Researching first-generation pedagogy and practices for the GSD and Harvard Next Gen Initiative.
- Collaborating with other committee members to implement programming and events as outlined in job description.
- Working closely with Harvard Next Gen team and GSD Student Services to address first-generation student needs.
- Completing administrative and logistical tasks for programs and events.

Hours
- Approximately 2-3 hours of work per week, typically a bit more prior to an event.

Application instructions
Please send a note of interest with resume to [insert name and email].

First-gen students, racial and ethnic minorities, students with disabilities, LGBT students, and student veterans are especially encouraged to apply.