

**HARVARD FOREST – HARVARD UNIVERSITY
PETERSHAM, MASSACHUSETTS**

**2025 SUMMER RESEARCH PROGRAM IN ECOLOGY
ASSISTANT PROGRAM COORDINATOR/RESIDENT ADVISOR**

(13-week position available beginning May 19, 2025)

Since 1993, the Harvard Forest Summer Research Program in Ecology has been an integral part of Harvard Forest's research and education mission. In 2025, ~20 undergraduate students will join the Harvard Forest community in researching the effects of natural and human disturbances on forest ecosystems. The Assistant Program Coordinator/Resident Advisor 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

Working under the supervision of the Summer Program Coordinator, the Assistant Program Coordinator/Resident Advisor will be responsible for the following duties corresponding to both aspects of the role.

Assistant Program Coordinator

Assist with student arrival and orientation (May 26th – 30th)
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.)
Advise students 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 2025*

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

Regretfully we cannot offer visa sponsorship for this position.

Time Commitment and Compensation

Compensation is \$18.50/hour for 40 hours per week for 13 weeks (May 19 to August 15, 2025); **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 SUBJECT LINE: ASSISTANT PROGRAM COORDINATOR/RESIDENT ADVISOR. **Application review will begin on March 3, 2025; the position will remain open until filled.** 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.

COVID-19

The health of our community is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

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.