

06-Dec-2021

## **Academic Coordinator of Kirkland House**

Faculty of Arts and Sciences

56512BR

### **Job Summary**

Reporting to the Allston Burr Resident Dean of Kirkland House, the Academic Coordinator supports the activities of the Allston Burr Resident Dean and the academic role of the House by serving as the first initial contact for the wide variety of students, alumni/ae, faculty, and administrators and as a source of information for student administrative concerns.

### **Job-Specific Responsibilities**

The Academic Coordinator maintains the Dean's office during its hours of operation by responding to telephone calls and mail for the Dean, handling confidential student files, preparing dockets and correspondences before and after Administrative Board and Honor Council meetings, coordinating activities for Commencement, providing day-to-day support for the Dean.

Activities will include, but will not be limited to: interfacing with all Registrar databases; interfacing with the housing information management system; assessing and disseminating student information data; maintaining House e-mail lists and student data spreadsheets; processing all office forms (electronic and hard copy) and managing and maintaining the Dean's website. This position oversees the dossier service, advises students about proper recommendation letter protocol and schedules appointments between the Dean and students. In addition to these duties, they assist the Dean with basic preparation of materials and other tasks related to his or her academic duties (e.g., making photocopies, assembling course packs, scheduling).

This position works closely with the Faculty Deans and House Administrator to develop programs that support inclusion and belonging in a residential setting. Additionally, it works closely with pre-professional committee chairs to support students' post-graduate plans. Edits and maintains the House website.

### **Basic Qualifications**

A minimum of 2 years of office administration experience.

### **Additional Qualifications and Skills**

College degree preferred. Attention to detail is absolutely essential. Experience working with a diverse student population preferred. Strong interpersonal skills, with

demonstrated ability to act with tact, discretion, and good judgment under pressure, are necessary to be successful in this environment. Experience with digital information management (topics such as organization, privacy, and security and applications such as PowerPoint, Google Docs, and databases) preferred. Strong computer skills (Excel and Word) required. Experience with editing and grammatical proofreading skills are required. Ability to be flexible to changing demands and ability to set priorities and follow through with communication to supervisors and constituents are also necessary. Applicants must

demonstrate an ability to work collaboratively with a variety of constituents, manage change, and establish priorities and meet deadlines. Applicants should have an interest in academic life and a positive attitude towards solving problems and being a resource for Harvard students and staff.

### **Working Conditions**

\*Harvard will require COVID vaccination for all Harvard community members. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement and exceptions may be found at the University's "COVID-19 Vaccine Information" webpage: <http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>.

### **Additional Information**

The Houses serve as the foundation for the undergraduate experience at Harvard College. Ninety-seven percent of all undergraduates live in one of the twelve residential Houses. Each House accommodates 350-500 students with its own dining hall, common rooms, and facilities for academic, recreational, and cultural activities.

Led by the Faculty Deans, the central goal of the House is to forge a link between learning and living. The House system cultivates a range of intellectual activities and traditions. In addition to lectures and seminars, each House hosts a collection of weekly language and interest tables that are informal opportunities for students with common interests to meet, exchange ideas, and learn or fine-tune particular skills. Houses are places where learning occurs all the time, whether in the dining hall as students share a meal with instructors and visiting scholars, or in House tutorials or seminars taken for degree credit.

The life of the House extends beyond the intellectual. The Houses provide substantial cultural and social opportunities. Houses are home to their own film, music, art, and drama events that range from small-scale jam sessions to a full opera. In addition, Houses also field a variety of sports teams that compete in an intramural program. A variety of social functions such as Faculty Deans' Open Houses, formal dances, and coffee hours provide students with an opportunity to relax and interact with members of their House community.

**Job Function**

General Administration

**Location**

USA - MA - Cambridge

**Job Code**

403134 Coordinator I

**Sub-Unit**

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**Department**

Dean of Students-Residential Life

**Time Status**

Full-time

**[Salary Grade](#)**

054

**Union**

55 - Hvd Union Cler & Tech Workers

**Pre-Employment Screening**

Criminal, Identity

**Schedule\***

Monday-Friday, 9am-5pm

*\*Flexwork schedule with slight variation in hours and one day remote per week are negotiable (unless there is a change in Dean of Students Office policy)*

**Commitment to Equity, Diversity, Inclusion, and Belonging**

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

**EEO Statement**

We are an equal opportunity employer and 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.