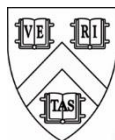


HARVARD COLLEGE
FRESHMAN DEAN'S OFFICE

6 PRESCOTT STREET
CAMBRIDGE, MASSACHUSETTS 02138
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First-Gen and Low-Income Student Advocate

Freshman Dean's Office

The Student Advocate will be responsible for advising and supporting first-generation and low-income students in their transition from home and high school to Harvard and throughout their first year of college. Reporting to Resident Dean of Freshmen Jasmine Waddell, the Advocate will be a dedicated adviser for students, helping them to navigate and manage academic, personal, social, financial, or any other concerns that may arise. The Advocate will be well educated about the resources and services that may benefit students and will make referrals, especially to Resident Deans of Freshmen, with the goal of fostering students' success and well-being.

Specifically, the Advocate will have the following responsibilities:

- Reach out directly, via email, to each first-generation and low-income student in an incoming class;
- Advise individual students by holding office hours around Harvard Yard (Lamont Library, Annenberg Dining Hall, Ticknor Lounge) as well as by-appointment-only office hours at the FDO;
- Refer students to other appropriate resources and the pre-existing advising network of Resident Deans, Academic Advisers, Proctors, and Peer Advising Fellows.
- Publicize programs and workshops sponsored by the Bureau of Study Counsel, Advising Programs Office, Office of Career Services, Office of Undergraduate Research and Fellowships, Office of International Education, Admissions and Financial Aid Office, Student Employment Office, Office of Student Life, Office of Equity, Diversity, and Inclusion, and Harvard University Health Services;
- Publicize a community dinner to take place in the fall semester;
- Advise the FDO on pre-orientation and Opening Days programming;
- Serve as FDO point person for the First-Gen welcome during Opening Days; and,
- Build and maintain positive relationships with the First-Generation Student Union (FGSU) and Crimson Link student organization.

Qualified applicants will have 2-4 years of advising and/or counseling experience. Experience working with first-generation, low-income, or similar diverse populations is essential. Applicants should be able to demonstrate an interest in and commitment to promoting student success, belonging, and inclusion. Excellent listening and communication skills are required. Knowledge of Harvard College's culture, resources, and services is preferred. A bachelor's degree is required. Applicants must be enrolled as a degree candidate in a Harvard graduate or professional school or be employed by the University in an exempt level position that is half-time or greater. An appointment as a Freshman Proctor or House Tutor for the 2017-2018 academic year is helpful but not required. Harvard University is an equal opportunity employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

The Advocate will be paid a stipend of \$8,000 to be paid in two installments of \$4,000 in the fall and \$4,000 in the spring. The Advocate is expected to work up to 15 hours per week. The appointment will be 8/1/2017-5/31/2018.

Applications, including a cover letter and resume, should be addressed to Jasmine Waddell, 6 Prescott Street, Cambridge, MA, 02138, and emailed to elm-yard-dean@fas.harvard.edu by April 21, 2017.