



Harvard University Extension School

Undergraduate Degree Programs Office

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Faculty Aide Program Information Sheet

The Extension School has set aside funds for instructors to employ Associate in Arts (AA), Bachelor of Liberal Arts (ALB), and Master of Liberal Arts (ALM) candidates as short-term faculty aides. The goals of the Faculty Aide Program are to support faculty in their research projects and, most important, to provide opportunities for undergraduate and master's candidates to obtain the research skills they need to become future scholars.

The program is ideal if you are considering going on to graduate school (master's or PhD) because research experience can improve your admissions chances. Moreover, the faculty aide experience can serve as an excellent vehicle to crystallize your academic interests, allowing you to make more informed graduate school choices and to truly enhance your current learning.

Eligibility

This is an honor's option. If you are an undergraduate degree candidate, you must have earned a minimum of 32 credits at Harvard with a 3.0 or higher GPA, and if you are a graduate degree candidate, you must have earned a minimum of 16 credits with a 3.33 or higher GPA. You also must have a social security number, be at least 18 years old, and eligible to work in the United States and for Harvard University. You can not be working for Spherion, or a 40-hour work week if you are overtime eligible, for we cannot pay you time-and-a half for this work.

How It Works

Each semester Extension School instructors submit job descriptions to the Associate Dean of the Undergraduate Degree Programs. Upon receipt, the Associate Dean advertises the positions via e-mail to all eligible candidates, so you must have a current e-mail address on file with the Registrar's Office. When you find a position that interests you, contact the instructor directly. Positions are e-mailed to all active undergraduate and master's candidates by **October 31** for the fall term and by **February 28** for the spring term (there are no positions in the summer).

Hiring

The Associate Dean of the Undergraduate Degree Programs makes the final decision about the hire and, if approved, sends out official approval notices to you and the instructor along with next-step instructions. **Please note that you cannot begin work without official approval from the Undergraduate Degree Programs Office.** Because the funds are limited, you ordinarily can only hold one faculty aide position per semester.

Payment

You will be paid \$12 an hour for a maximum of 50 hours for the entire project. Weekly hours will vary, but usually no more than 5 to 10 hours per week. Indeed, you can't work more than 15 hours in one week. You will be hired as a casual employee and submit weekly time sheets to be signed by the faculty member and the Associate Dean (you cannot use PeopleSoft to record hours worked). You will be paid weekly. Certain restrictions apply to Harvard employees (e.g., limited to 5 hours of work per week, payment will be through extra compensation and consequently taxed at the 41.5 percent rate, and the wage will be added to your regular paycheck).

Project Conclusion

Projects must be completed in 90 days.

Further Information

If you have any questions, please call the Undergraduate Degree Programs Office at (617) 495-9413.