Faculty Aide Program Information Sheet

The Extension School has set aside funds for instructors to employ Bachelor of Liberal Arts (ALB), Master of Liberal Arts (ALM), and pre-medical diploma candidates as short-term faculty aides. The goals of the Faculty Aide Program are to support faculty in their research projects and to provide opportunities for degree 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 admission chances. Moreover, the faculty aide experience can serve as an excellent vehicle to crystallize your academic interests.

Eligibility. This is an honors option. If you are an undergraduate degree candidate, you must have a 3.0 or higher GPA, and if you are a graduate degree or pre-medical diploma candidate, you must have a 3.5 or higher GPA. You must live in the United States. You also must be eligible to work in the United States (i.e., possess a Social Security number) and for Harvard University. You cannot be working for Randstad (formerly Spherion) or hold a 40-hour-per-week position if you are an overtime-eligible Harvard University employee (we cannot pay you time and a half for this work). You must be at least 18 years old to apply.

How It Works:

Instructor Initiated. Each semester Extension School instructors submit job descriptions to CARC. Upon receipt, CARC staff advertise the positions via e-mail to all active undergraduate and graduate candidates near the beginning of each fall and spring semester (there are no positions in the summer). When you find a position that interests you, contact the instructor directly.

Student Initiated. You may also approach an Extension School or Harvard University instructor to ask if he or she has a research opportunity available and would be interested in hiring you. If so, work with the instructor to submit the following information to carc@dcemail.harvard.edu, by October 15 for the fall term and February 15 for the spring term (there is no hiring over the summer):

1. Name of research project/topic
2. A brief job description
3. Number of hours (50 hours is the maximum)
4. Start date
5. Instructor’s full name, title, and contact information
6. Student’s full name and contact information
7. Confirmation that student lives in the United States
8. The state in which the project work will be done, if not MA

Hiring. CARC staff make final decisions about hires. If you are approved, you and the instructor will receive next-step employment instructions. Please note that you cannot begin work without official approval from the Career and Academic Resource Center. Because funds are limited, you ordinarily can hold only one faculty aide position per semester.

Payment. Students will be paid $15 an hour for a maximum of 50 hours for the entire project. Weekly hours will vary, but usually range from 5 to 10 hours per week. You cannot work more than 15 hours in one week. (Full-time Harvard employees are limited to 5 maximum hours of work per week.)

Students who live in Massachusetts. You will be hired as a weekly temp and will submit weekly timesheets to your faculty member via an online time-entry system, for which you will be paid weekly.

Students residing in US states outside of Massachusetts. You will be hired by a third-party payroll vendor, AllSource, and will submit your weekly hours to them electronically and will be paid weekly. They will contact you directly for I-9 information. Certain restrictions apply to full-time Harvard employees.

Project Conclusion. Fall projects must be completed by January 9, 2016. Spring projects must be completed by May 21, 2016.

Student Responsibility. Students who are hired as faculty aides and behave in a dishonest or unprofessional manner, fail to follow through with work assignments, or disregard communication from instructors or Career and Academic Resource Center staff will be automatically terminated and not allowed to participate in the program for the duration of their degree candidacy.

Further Information.

If you have any questions, please contact the CARC staff at (617) 496-8750 or e-mail carc@dcemail.harvard.edu.