



# HARVARD EXTENSION SCHOOL

## Career and Academic Resource Center (CARC)

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 496-8750

## 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 admitted undergraduate degree candidate, you must have a 3.0 or higher GPA, and if you are an admitted graduate degree or pre-medical diploma candidate, you must have a 3.33 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. We do not offer support for students seeking TN status. You cannot be working for Randstad or hold a 40-hour-per-week position if you are a 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.** In the Spring and Fall semesters (there is no hiring over the summer) 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. **You cannot work for a faculty member in whose class you are currently enrolled.**

**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](mailto:carc@dcemail.harvard.edu), by early September for the fall term and early February for the spring term:

1. Name of research project/topic
2. A brief job description
3. Number of hours (50 hours is the maximum)
4. Instructor's full name, title, and contact information
5. Student's full name, degree program, and email and mailing addresses
6. Confirmation that student lives in the United States

**Hiring.** Once faculty have selected the candidate they would like to hire, CARC staff will make the final eligibility check and confirm the student's hire. 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.** You can hold only one faculty aide position per semester, with no exceptions.

**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 and will submit weekly timesheets electronically.

**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 December 19, 2016. Spring projects must be completed by May 13, 2017.

**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, contact the CARC staff at (617) 496-8750 or e-mail [carc@dcemail.harvard.edu](mailto:carc@dcemail.harvard.edu).

Please note, this program is subject to the rules, regulations, and policies of the Harvard Extension School. Information included in this form is subject to change.