Our company is growing rapidly and is hiring for a computer assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for computer assistant

- Participate in testing and evaluating new tools and technologies and making recommendations on the adaptation of such tools to the immediate supervisor
- Serve as the first point of contact for students in the Computer Science concentration, providing academic advising and guidelines on policy to admitted Harvard students, pre-concentrators, and concentrators
- Mentor and advise undergraduate students and monitor student progress toward degree
- In coordination with relevant offices at SEAS and Harvard College, advise current students in their pursuit of undergraduate research opportunities, internships, and full-time positions
- Perform administrative management of the relevant concentrations and tracks, including updating literature, curriculum documentation, study plan forms, and websites
- With assistance from the Area Coordinator, host occasional community-building events for computer science pre-concentrators and concentrators
- Advise teaching staff on pedagogy, and offer periodic trainings for undergraduate and graduate students working as teaching staff
- If of interest to the applicant, teach or co-teach up to one undergraduate computer science course per semester
- Assist with mentorship of relevant computer science clubs, including Women in Computer Science (WiCS), Developers for Development, Hack Harvard,

- Assist with curriculum and course development, course planning, and new pedagogical methods

Qualifications for computer assistant

- Familiarity with GMS system
- Must have, or be completing, a Ph.D., or its equivalent in professional experience
- Bayfield, WI
- Niagara Falls, NY
- Candidates must have a Ph.D
- Candidates must demonstrate an innovative research record and/or industrial experience, and potential for securing sponsored research, contracts and external grants