

Outreach and Communication Coordinator Intern

Job Description

Fall Term, with extension possible

The Intern for the South Asia Institute will gain valuable insight and experience in the day-to-day operations of a vibrant and dynamic University-wide Initiative focused on advancing education and research on South Asia at Harvard.

The Outreach and Communication Intern is responsible for helping to manage the outreach and marketing materials, including social media, at the South Asia Initiative, as well as to help build our existing faculty database. The Intern will aid in the process of creating materials and publicizing SAI events, and will help update and maintain the database. Working in collaboration with the SAI team, the Intern will also assist the Executive Director on special projects as needed.

Graduate students interested in international education, cultural exchange, marketing and public relations, and higher education administration are encouraged to apply.

Additional duties related to high-quality student services as needed.

QUALIFICATIONS:

1. Professional interest in developing strong student and faculty services and University outreach programs to engage the Harvard community in the work of the South Asia Institute.
2. Knowledge of/interest in South Asian languages and cultures required. Knowledge of/interest in the histories, economies, international relations, public policies etc., desired.
3. Solid computer skills in Windows and network environment, working knowledge of Word, Excel, and web-based resources, required. Knowledge of use of social media marketing and the capacity to master new software applications and technologies desired.
4. Graphic design sense and knowledge of the design program InDesign, highly desired.
5. Excellent organizational skills required. Must be able to manage multiple assignments, be efficient, organized, detail oriented, and able to meet project deadlines.
6. Exceptional written and oral communication skills and the ability to comprehend and summarize detailed and complex research reports and press articles to create briefings essential.
7. Must be professional, enthusiastic, collaborative, focused, motivated to learn and flexible to change, reliable, self motivated, and able to work effectively with people from different backgrounds and experience.

(Work study and Field Experience Program Eligible)

To apply: Please send cover letter and resume to Harsha Menon, sainit@fas.harvard.edu