

Student Services Coordinator Intern

Timeframe: Fall Term with potential to renew for Spring Term

Eligibility: Current Harvard Student

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 Student Services Intern will assist that SAI Programs Manager in management of the SAI Summer Grants Program. Duties will include assisting with collecting grant reports from past student interns, monitoring student feedback on the grant program, and assisting the SAI Communications Officer with publicizing the grants program. The Student Services Intern will be asked to attend the SAI grant open house, as well as several other student events. For more information on our grants program, please visit the SAI website.

Graduate students interested in international education, cultural exchange, and higher education administration is encouraged to apply.

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

QUALIFICATIONS:

1. Professional interest in developing strong student 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 recommended. 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 with the capacity to master new software applications and technologies desired.
4. Excellent organizational skills required. Must be able to manage multiple assignments, be efficient, organized, detail oriented, and able to meet project deadlines.
5. 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.
6. 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