



## **Communications and Outreach Intern**

Timeframe: Fall Term with potential to renew for Spring Term

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 Institute focused on advancing education and research on South Asia at Harvard.

The Communications and Outreach Intern will help to maintain the South Asia Institute website and will help develop and distribute outreach and marketing materials, including social media, website posts, and the weekly newsletter. The Intern will assist in the generation of story ideas and writing content for the SAI website and newsletter. The Intern will aid SAI events, including the process of publicizing events digitally and around campus. Working in collaboration with the SAI team, the Intern will also assist the Executive Director on special projects as needed.

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

### **QUALIFICATIONS:**

1. Professional interest in developing strong University outreach programs to engage the Harvard community in the work of the South Asia Institute. Knowledge of/interest in South Asia desired.
2. Solid computer skills in Windows and network environment, working knowledge of Word, Excel, and web-based resources, required.
3. Familiarity with social media marketing and the capacity to master new technologies required, including Facebook, Twitter, and Instagram.
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 have cultural sensitivity.
7. Additional skills desired, but not required: Wordpress, Adobe InDesign, Adobe Photoshop, Filemaker Pro, photography.

*Work study and Field Experience Program Eligible*

To apply: Please send cover letter, resume and writing sample (preferably non-academic) to Meghan Smith, [meghansmith@fas.harvard.edu](mailto:meghansmith@fas.harvard.edu).