



Student Services 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 Initiative focused on advancing education and research on South Asia at Harvard.

The Student Services Intern is responsible for helping to manage a Summer Student Internship Program at the South Asia Institute. The Intern will aid in the process of matching Harvard College and Professional School students with a range of organizations from the public sector, private enterprise, and in the nonprofit and NGO communities throughout South Asia. Working in collaboration with the SAI team, the Intern will also manage the outreach effort to communicate to Harvard College students about these internship opportunities, as well as the application processes for the Internship Program administration.

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 Initiative.
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 Nora Maginn, maginn@fas.harvard.edu