

HARVARD SUMMER YOUTH EMPLOYMENT PROGRAM



OUR MISSION

The Summer Youth Employment Program (SYEP) provides valuable work experiences to youth from Boston and Cambridge, while contributing to Harvard's summer staffing needs.

The Program assists youth with developing positive work habits that last a lifetime. Students in the Program gain motivation to further their education and pursue newly discovered career options. By providing both practical work experience and unique developmental opportunities, the Program enables youth to contribute to Harvard's workforce needs while developing important skills.

SYEP builds on Harvard's longstanding tradition of partnering with community agencies in Boston and Cambridge to hire local teens with rewarding work experiences.

WHY SYEP?

- * Hiring managers responding to a program survey overwhelmingly rated their student performance as **excellent**.
- * Students are motivated and prepared.
- * The program will support you and your student with orientation sessions and workshops for both students and managers.
- * Students assist in providing vacation coverage during busy summer months.
- * Students are the Harvard workforce of the future.
- * Students often perform better in school and go on to college at higher rates than their peers.
- * Opportunity for developing managers to gain experience in supervisory and mentoring role.

RESOURCES

- * Close cooperation with community organizations to identify a successful placement. Employment interviews can be arranged upon request.
- * Orientation sessions for both students and new supervisors.
- * Harvard liaison available to monitor the success of each placement.



L-R: Kate Fahey-Boston Community Partner, Michelle Gordon-Seemore, Director of Recruitment Services, and Judy Vance, HR Operations Manager.



HARVARD
Human Resources
RECRUITMENT SERVICES

MANAGER & STUDENT EXPERIENCES

"The Summer Youth Employment Program allows Harvard University managers to connect with amazing students who truly represent the future of our workforce. These opportunities help students develop invaluable skill-sets, gain first-hand experience in the workplace, and set them up for success in the future. It's an immensely valuable program for Harvard that will build future pipelines for diverse talent, as well as grow our relationship with these communities in the years to come,"

- Michelle Gordon-Seemore, Director of Recruitment Services

"Our department has participated in the SYEP for several years. It has been a very positive experience to provide an opportunity for local high school students to experience working in a professional environment. We have had numerous bright, hardworking students over the years, some of whom we have hired as regular student employees in following summers, including one who worked with us five consecutive summers and went into librarianship as a career,"

- Elizabeth Vernon, a librarian in the Harvard Library Judaica Division

"The first few weeks I was scared and never thought in a millions years I would work for Harvard. It was a shock for me and I didn't want to mess anything up but I was working hard and gained a lot of experience. Every experience was a learning process and you can never have too much knowledge and I was gaining the experience of working with people in my department and I was like a sponge."

- Justin Gonzales, Former SYEP student and Harvard hire

FREQUENTLY ASKED QUESTIONS

How long is the Summer Youth Employment Program?

Many positions start on the first Monday after the Fourth of July holiday. Some graduating seniors may be available in June. Our program typically runs for approximately six weeks. However, many students are available and able to continue working on a part-time basis into the school year.

How much are students paid? How many hours per week can they work?

Wages may vary by position. Many areas pay students somewhere between \$11 and \$12 per hour, depending on the job and the student's skill level. Students generally work between 20 and 35 hours per week, depending on the amount of work available.

What types of assignments can students take?

Students have contributed to many different roles. Students have assisted with financial/payroll support, data entry and database support, customer service/receptionist duties, Internet and social media support, library research, messenger and delivery services, as well as facilities support. Many students possess good familiarity with Word or Excel or other desktop applications.

How can I participate in the program?

Hiring managers can complete the Summer Youth Employment Posting Form found on our website at hr.harvard.edu/summer-youth-employment-program or contact

Judy Vance at judith_vance@Harvard.edu for more information and forms.

Will students be available for interview?

Yes, our community partners will work with hiring managers to help coordinate interviews to select the student who best suits your needs.

Where do the students come from?

Students have been identified by partner organizations in conjunction with the City of Boston and Cambridge.

CALENDAR

January through March

Harvard managers plan for hiring high school students.

February through May

Hiring units submit job postings. Postings can be submitted throughout the spring, but the earlier the better!

March through June

Community partners match eligible students with Harvard jobs and present candidates to Harvard's hiring managers. Placing a request early insures we can identify the strongest students for your area.

July through August

Students participate in the Summer Youth Employment Program assignments and also attend workshops. Exact dates can be flexible to accommodate departmental needs.

September and October

Gather feedback to evaluate and improve next year's program.

For more information on the Summer Youth Employment Program contact:

Judy Vance

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Public Affairs & Communications