



# SUMMER YOUTH

## EMPLOYMENT PROGRAM



*Class of 2015 with community partners, managers and staff.*

### WHY HIRE A SUMMER YOUTH?

*\*Hiring managers responding to the 2015 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.*

*\*Students assist in providing vacation coverage during busy summer months.*

*\*Students are the Harvard workforce of the future.*

### 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.

Building on Harvard's longstanding tradition of partnering with community agencies in Boston and Cambridge to hire local teens, our Program offers a variety of resources to help insure hiring managers and students enjoy a positive summer experience.

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.

### RESOURCES INCLUDE:

*\*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.*

*\*Weekly development seminars to complement the students' work experiences and promote teamwork.*

*\*Harvard liaison available to monitor the success of each placement.*



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



## FREQUENTLY ASKED QUESTIONS:

### How long is the Summer Youth Employment Program?

Many positions start on the first Monday after the Fourth of July holiday. However, 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 area, as well as by student age and work experience. Many areas pay students somewhere between \$10 and \$11 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](http://hr.harvard.edu/summer-youth-employment-program) or contact Judy Vance at [Judith\\_Vance@Harvard.edu](mailto:Judith_Vance@Harvard.edu) for more information and forms.

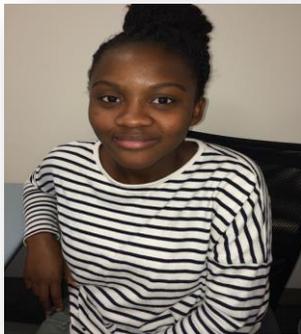
### Will students be available for interview?

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 Boston and Cambridge public high schools.

## WHAT OUR 2015 SUMMER STUDENTS HAD TO SAY:



**Naomi**

*"The biggest thing I have learned so far is time management. It is the most important thing to anything, work or school."*



**Pearce**

*"This experience made me much more independent, which is great for college."*

## PROGRAM

## 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 weekly 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**

HR Operations Manager

617-496-7298

[Judith\\_vance@harvard.edu](mailto:Judith_vance@harvard.edu)