

# HARVARD UNIVERSITY



## **Summer Youth Employment Program at Harvard University** ***Sample Job Descriptions***

The Summer Youth Employment Program (SYEP) at Harvard provides valuable work experiences to youth from Boston and Cambridge, while contributing to the university's summer staffing needs. Building on Harvard's longstanding tradition of partnering with local community agencies to hire local teens, SYEP offers a variety of resources to help ensure hiring managers and students enjoy a positive summer experience. Below are several sample job descriptions to be used as a reference.

### **1. Front Desk Assistant**

Harvard University's Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in a university department. Candidates for this position should possess a positive attitude and be focused on customer service and general administrative support.

#### **Primary responsibilities**

- Greet patrons at the front office
- Answer phones, take messages as appropriate, and direct callers to appropriate team members
- Assist co-workers with booking conference room space
- Data collection, organization, and management
- Project support and assistance
- Other administrative duties as required

#### **Qualifications**

- Excellent communication and writing skills
- Strong judgment and problem-solving skills
- Must be well-organized
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- A sense of humor!

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## **2. Student Library Assistant**

### **Description**

Harvard University's Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in a university department. Candidates for this position should possess an interest in internal library operations and be willing to take on special projects as they arise.

### **Primary responsibilities**

- Execute basic library circulation and reception tasks
- Stack maintenance
- Assist with intake of new library materials and end processing (tagging, stamping, book plating)
- Special project support and assistance

### **Qualifications**

- Ability to lift small quantities of books
- Must be able to take direction
- Interact with the public in a pleasant and polite manner, and
- Conduct basic tasks (keyboard/mouse) on computers
- Ability to work in an environment that may be slightly dusty required

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## **3. General Office Assistant**

### **Description**

Harvard University's Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in a university department. Candidates for this position should be flexible to ever-changing priorities and demands, and be able to organize work independently.

### **Primary responsibilities**

- Answer phones, greet visitors, provide information on established policies, schedule appointments, sort/distribute mail
- Act as backup receptionist in a fast-paced, high-profile office, covering Executive Assistant's lunch hour and office meeting attendance
- Provide a wide range of administrative support for a variety of programs and events; work closely with office staff assisting with a range of general support and organizational duties (create and edit PowerPoint presentations and

- spreadsheets, create and maintain filing systems, photocopying, faxing, scanning, hand-delivering documents on campus
- Perform other clerical tasks as assigned

#### **Qualifications**

- Strong written and verbal communications skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Good customer service skills
- Must be well-organized
- Ability to multi-task

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#### **4. Student Lab Assistant**

##### **Description**

Harvard University's Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in a university department. Reporting to a senior mechanical engineer, the student in this position will learn about the teaching labs, mechanical engineering concepts, microfluidics and some application in bioengineering, and related software programs.

##### **Primary responsibilities**

- Assist in setting up new experiments for teaching labs
- Present weekly progress to the director of the teaching labs
- Special projects as needed

##### **Qualifications**

- Must have strong attention to detail
- Excellent interpersonal skills needed
- Ability to learn new systems quickly
- Strong interest in seeking an engineering college major preferred

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#### **5. Information Technology Office Assistant**

##### **Description**

Harvard University's Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in a university department. This student candidate will provide administrative support to the IT administrator.

**Primary responsibilities**

- Letter drafting, submit expense reports, sort mail, filing, answer phones
- Coordinate meetings and maintain schedules
- Assist with creating PowerPoint presentations
- Order supplies and equipment
- Assist with various projects as needed

**Qualifications**

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills required
- Must be dependable, flexible, and comfortable in a fast-paced environment
- Must be detail-oriented
- Basic familiarity with technology desirable

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**6. Social Media Campaign Assistant****Description**

Harvard University's Summer Youth Employment Program offers dedicated and skilled high school students the opportunity to gain valuable work experience through placement in a university department. This student candidate should be someone with a strong interest in social media and is creative and thoughtful when interacting with online communities and building relationships.

**Primary responsibilities**

- Create long term social media plans and marketing calendars
- Assist with various projects as needed
- Relationship-building with our online community by helping to maintain Facebook, Twitter, LinkedIn, and other media accounts
- Assist in building and presenting social media strategy

**Qualifications**

- Interest in marketing, communication, or non-profit management
- Strong communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Organized, with an ability to prioritize time-sensitive assignments
- Creative and flexible
- Familiarity with social networking sites desired