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Human Resources

Summer Youth Employment Program: Class of 2018 ***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 specifically geared towards high school students 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 entry responsibilities
- Project support and assistance
- Other administrative duties as required

Additional Qualifications

- Experience in customer service environment (i.e. cashier)
- Excellent communication and writing skills
- Strong judgment and problem-solving skills
- Must be well-organized
- Intermediate experience in Microsoft Office (Word, Excel, PowerPoint, Outlook)



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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

Additional Qualifications

- Ability to lift small quantities of books
- Experience in customer service environment (i.e. cashier)
- Interact with the public in a pleasant and polite manner
- Conduct basic tasks (keyboard/mouse) on computers



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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 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

Additional Qualifications

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



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

Additional 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

Additional Qualifications

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



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

Additional Qualifications

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