

PARTICIPATING SCHOOLS & INSTITUTES

David Rockefeller Center for Latin American Studies

Accounting

Events Management

Faculty of Arts and Sciences

Department of Chemistry and Chemical Biology

Human Resources

Office of Physical Resources and Planning

Harvard College Library

Lamont Technical Services

Harvard Kennedy School

Institute of Politics

Office of Financial Services

Harvard Law School

Facilities Administration

Registrar's Office

Harvard Medical School

Human Resources

Information Technology Services

Harvard Public Affairs and Communications

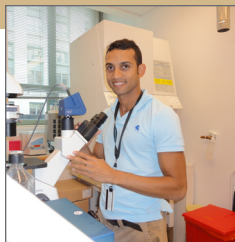
Harvard Gazette

Information Center

Office of the President and Provost

Administrative Office

"When I finished my English classes, Carla told me about the Internship Program and I said I was really interested in pursuing that opportunity here at Harvard Medical School." -*Calixto Saenz, Intern*



"It is better to meet with individuals and say, 'What is your goal? What are your objectives? And then come up with a program that meets their needs.'" -*Aun Em, Mentor*

"The internship at Harvard Law School gave me an opportunity to learn how



to work in a Harvard office, process work orders, and answer the phone in a professional manner. I gained the confidence to apply for the Crew Chief position at the Adams House. I got the job. In my new position, I process work orders for 600 students in four buildings and supervise six employees." -*Elson Callejas, Intern*



"Sometimes, all an individual needs is a chance to show what he is capable of doing. The Bridge Internship Program provides that opportunity."

-*Edgar Filho Kley, Mentor*



"The Professional Internship Program has been a valuable component of the Harvard Bridge in terms of fostering career mobility at the University. Having an opportunity to master critical skills allows an intern to

have a deep understanding of University processes, systems and culture. As a job candidate, the intern is then able to speak knowledgeably and with confidence about their potential contributions."

-*Carla Fontaine, Professional Internship Manager*

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HARVARD
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Harvard Bridge Professional Internship Program



"The Internship Program

allows Bridge participants to work in Harvard departments and demonstrate their advanced administrative, technical, financial and customer service skills and provide these departments with the high level of assistance they need. This is a critical first step toward career mobility."

*Carol Kolenik, Director
Harvard Bridge Program*

What is the Professional Internship Program?

The Harvard Bridge Program is an education program open to all University employees. The Bridge has created a professional development opportunity for employees wishing to develop administrative and/or financial skills in a Harvard office environment. These unpaid internships are open to Bridge participants who have advanced communication and computer skills and who have demonstrated an excellent work ethic in their current jobs.

Interns work four hours a week for 16 weeks demonstrating competencies they are not able to utilize in their current service jobs, as custodians, dining service workers, landscapers and security guards. The professional office work familiarizes them with systems internal to Harvard as well as skills used in a variety of administrative positions. Interns are given specific projects that utilize and develop tangible skills. Developing a professional reputation is a critical first step in career mobility.



"The Bridge has so many ways to help people. I am one of the lucky ones."

-Kalan Chang, Intern



"My relationship with the program is just an amazing one. I met them seven years ago, and I think I became a part of the family ever since. The Bridge played a very important role in where I am now."

-Monica Tesoriero, Intern and Mentor

Internship Skills Developed

Interns are placed in administrative, financial and/or coordinator support roles so they can contribute, demonstrate proficiency, and learn new skills in a meaningful way. They may be involved in:

- processing financial transactions including preparing reimbursements and P-card
- reading and reviewing monthly detail listings
- working with iSites and websites
- using Microsoft Office Suite
- learning and using a wide-variety of desktop applications
- providing front-line customer service
- helping to plan meetings, conferences, and events
- making travel arrangements
- ordering supplies and managing complex filing systems
- utilizing verbal and written communication skills
- accomplishing multiple objectives in fast-paced high volume environments
- following directions with particular attention to detail

"When the Institute of Chemistry Department moved to The Broad Institute at MIT, I was laid off from my job as the purchasing manager.

The Bridge Internship Program set me up with my mentor, a financial associate from HKS. As I mastered Harvard's financial systems, a Staff III position, with financial responsibilities opened at the Stem Cell and Regenerative Biology Department. The Internship Program gave me the skills I needed to get that job."

-Michael Finklea, Intern and Mentor



"It is important to learn the different ways we process money at the University. What is more important is having an opportunity to practice using these systems. That is why the internship is so valuable. Interns have a chance to feel confident using the various systems and understand how money moves throughout Harvard."

-Joao Caetano, Mentor

"The Bridge Program gives highly motivated, hard working members an opportunity to develop new skills and to find new avenues for professional growth. The program participants with whom I have worked have been a valuable asset to my office, and mentoring these individuals has been a very rewarding experience."

- Irene Gandara Jones, Mentor

