



HARVARD
Human Resources

Summer Youth Employment Program Information Session

March 12, 2024

Meeting Agenda

- SYEP Team & Community Partner Overview
- Program Overview
- Benefits of Hiring an Intern
- Program Details, Timeline & Requirements
- Interview Process
- Preliminary Onboarding Information
- Support from SYEP Team
- Next Steps
- Questions

SYEP Harvard Team Overview

- **Michelle Gordon-Seemore**
 - Director, Strategic Talent Pipeline and Inclusion Programs
- **Denisse Huezo-Rosales**
 - Sr. Manager, Strategic Talent Pipeline and Inclusion Programs
- **Amanda Sullivan**
 - Talent Acquisition Coordinator
- **Maile Takahashi**
 - Director of Community Programming (HPAC)
- **Jean Dao**
 - Public School Partnerships Program Manager (HPAC)

Our Community Partners

Boston Private Industry Council (PIC)

- Established in 1979
- Intermediary between business/industry + education & training systems + residents and workers of Boston
- In partnership with the Mayor's Office and the Boston Public Schools, PIC Career Specialists and Employer Engagement Managers coordinate summer jobs and school-year internships for thousands of students each year

City of Cambridge

- The Office of Workplace Development (OWD) serves as a coordinating entity for many youth serving programs in Cambridge
- Programs for teens include the Mayor's Summer Youth Employment Program, internships at Harvard, a career-readiness program and a service-learning program
- The office brings together 20 agencies to share information and work on common issues

Program Overview



SYEP allows high school students to explore opportunities and career options in higher education while receiving mentorship from Harvard managers



The SYEP is an important component of our plan to support the community in which we work and invest in the future workforce



The program also supports the University's commitment in the areas of inclusion & belonging by supporting a diverse recruitment strategy

Students can assist with...

Communications-related activities

Data entry and filing projects

Answering phones and emails

Greeting clients and customers

Internet research and benchmarking

Inventory

Other administrative and customer service-related duties

Think outside the box! Work with us to access your needs.

Benefits of Hiring an Intern

- Increase department capacity
- Fill coverage gaps
- Finish outstanding projects
- Provide valuable work experiences for young people
- Represent and support the communities in which we work
- Build a diverse talent pipeline and invest in our future workforce

Program Details

- 6-week summer internship program running from **Monday, July 8th through Friday, August 16th**
- Departments are responsible for funding their intern at a payrate of \$17/hour
 - The approximate cost per intern is **\$2,000-\$4,000** (depending on weekly schedule)
- Schedules are flexible, but are typically 20-35 hours/week
- Work format (fully on campus, hybrid or fully remote) is also flexible, but on campus or hybrid are generally recommended
- Students are required to participate in weekly, Ed Portal-led cohort sessions focused on interpersonal and professional development – which take place on Fridays from 12-3PM; **students must be compensated for these hours**
- SYEP job requests must be submitted by **Friday, April 12th**

2024 Program Timeline

WHEN	ACTIVITY
March 12 th	SYEP Information Session
April 12 th	Deadline for SYEP Internship Requests
April 15 th – May 31 st	Interview & Selection Process, Offer Extension
DATE TBD	Student Onboarding, Manager Orientation Session
July 8 th	Program Begins & Student Orientation
DATE TBD	Farewell Celebration/Reception
August 16 th	Program Concludes

Program Requirements

Student Requirements

- Selected through community-based partnerships
 - Boston PIC & City of Cambridge
- Students must be minimum 16+ years of age (by July 1st)
- Commit to a work schedule
- Must have appropriate waivers
 - Work authorization and health screening approvals

Manager Requirements

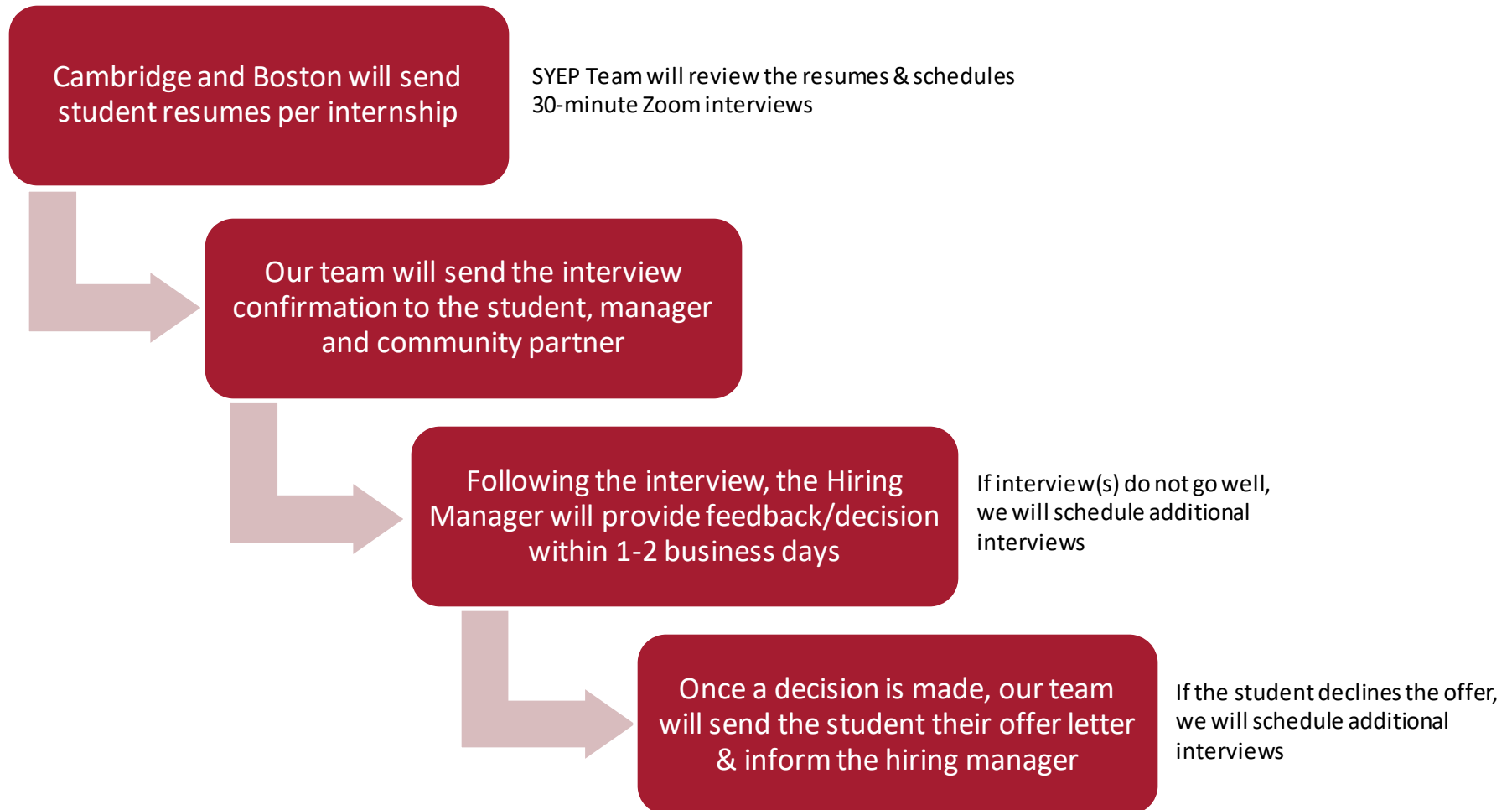
- Must be authorized by their local department at Harvard to make hiring decisions
- Hiring Managers must abide by [Harvard's Policy on Youth Protection](#)
 - This includes completing the Training for Responsible Adults in HTP and the required background screens, both as needed
 - SYEP team handles the logistics of the program's registration

Interview Process

- The SYEP Program Team will assist with coordinating the student interviews
- Interviews will be conducted **April 15th – May 31st***
- Managers will conduct **2 interviews at most**
- All interviews will be hosted via Zoom
- A decision must be delivered to the SYEP Program Team within **1-2 business days after the interview are complete**

** We will do this on a rolling basis, as availability permits.*

Interview Process (Cont'd)



Preliminary Onboarding Information

LOCAL HR & PAYROLL: All hiring forms must be completed locally, ideally at least 2+ weeks before the student start date of July 8th

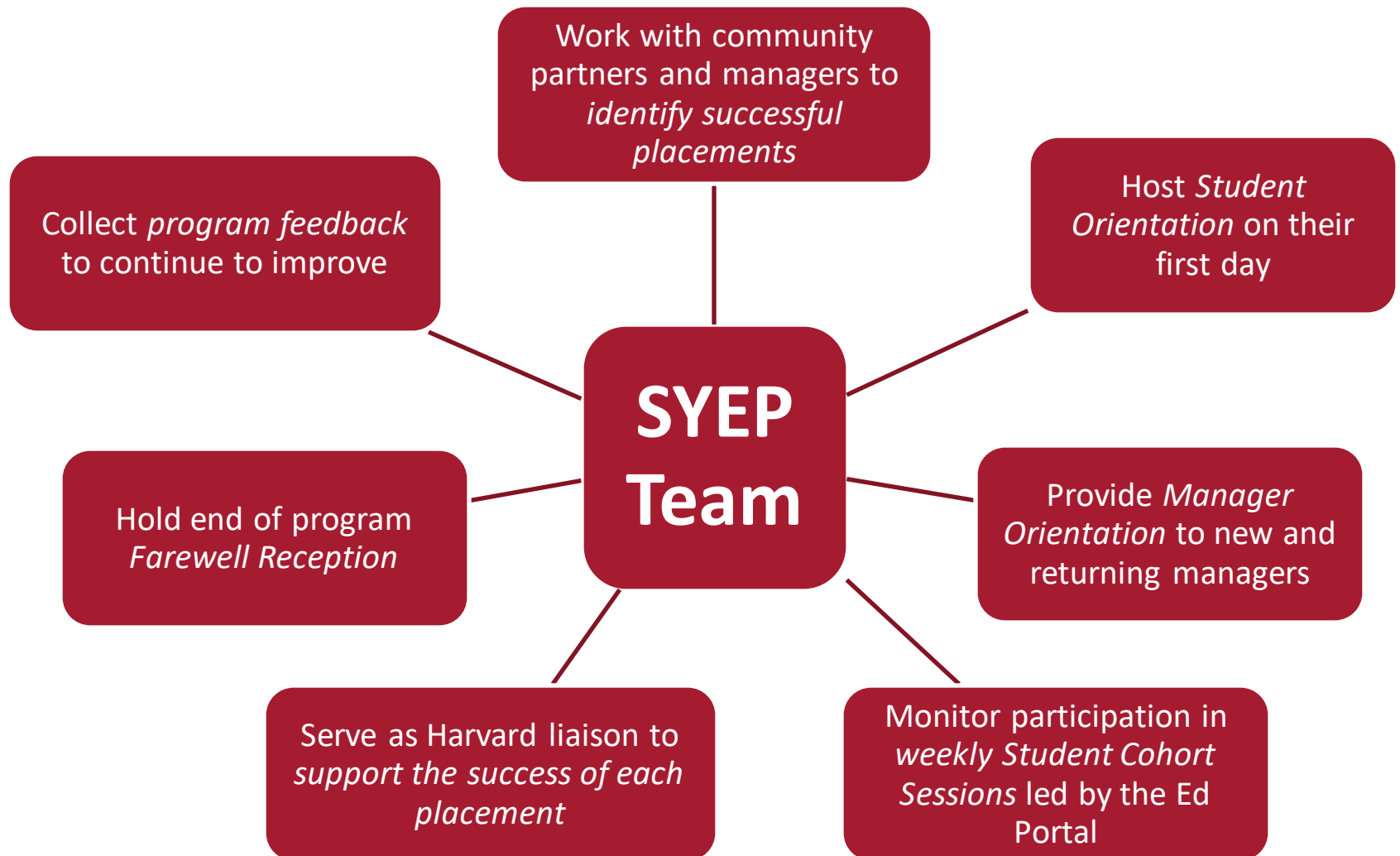
The SYEP Program Team will coordinate Harvard ID Card photos at Orientation*

Begin to think about access that the student may need & where they will be stationed while on-campus

Manager Orientation in June offers a deeper dive into the required forms, process, etc. for onboarding your intern.

**Only for students who have been onboarded within the appropriate time frame and have been issued an HUID, ID cards will need to be picked up by the student (ideally, with manager escort) after Orientation*

Support from the SYEP Team



Next Steps

- Share what you have learned with your colleagues!
 - Refresh yourself of the program details by viewing this presentation on the SYEP website (link below)
 - If interested in hosting an intern, complete the [Qualtrics Job Response Form](#) (also on the SYEP website)
 - Reach out to us with any questions
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- **SYEP Website:** <https://hr.harvard.edu/summer-youth-employment-program>



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Questions?

Thank you!