



Communications and Outreach Intern

Job Description

Spring 2013

The Intern for the South Asia Initiative will gain valuable insight and experience in the day-to-day operations of a vibrant and dynamic University-wide Initiative focused on advancing education and research on South Asia at Harvard.

The Communications and Outreach Intern will help to maintain the South Asia Initiative website and will help develop and distribute outreach and marketing materials, including social media, at the South Asia Initiative. The Intern will aid in the process of creating materials and publicizing SAI events. Working in collaboration with the SAI team, the Intern will also assist the Associate Director on special projects as needed.

Students interested in international education, cultural exchange, marketing and public relations, and higher education administration are encouraged to apply.

Additional duties related to high-quality student services as needed.

QUALIFICATIONS:

1. Professional interest in developing strong student and faculty services and University outreach programs to engage the Harvard community in the work of the South Asia Initiative. Knowledge of/interest in South Asia desired.
2. Solid computer skills in Windows and network environment, working knowledge of Word, Excel, and web-based resources, required.
3. Familiarity with social media marketing and the capacity to master new technologies required.
4. Excellent organizational skills required. Must be able to manage multiple assignments, be efficient, organized, detail oriented, and able to meet project deadlines.
5. Exceptional written and oral communication skills and the ability to comprehend and summarize detailed and complex research reports and press articles to create briefings essential.
6. Must be professional, enthusiastic, collaborative, focused, motivated to learn and flexible to change, reliable, self motivated, and able to work effectively with people from different backgrounds and experience.

10 hours/week.

Work study and Field Experience Program Eligible

Please submit resume and cover letter to:

Jenny Bordo

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