Contacting the Student Employment Office

Happy Holidays!
For the safety of our staff and students, the Harvard Student Employment Office will be conducting all business online while our staff works remotely. We are dedicated to answering your questions and will be available by email or phone to assist. Please email seoweb@fas.harvard.edu or call (617) 495-2585. Our office will be closed from 12/20/21 - 01/02/22. We will be open again on 01/03/22.
**December Student Spotlight**

Meet Samantha Tracy! Samantha is a graduate student at Harvard Chan School of Public Health. Her major is Environmental Health. She works as a research assistant.

What made you apply for your position? "I was interested in continuing my research project and developing my public health analysis skills."

How did you find your position? (I.e SEO Job Database, Word of mouth) Please detail your experience. "I found my position through my graduate thesis work. My advisor was hoping to continue the findings of my project and was awarded grant funding under the Harvard Catalyst Grant. This funding allowed me to stay on as a member of the research team."

How have you been able to balance your schoolwork and work responsibilities? "Since research is a critical part of my school responsibilities it has been fairly easy to integrate. I do my best to keep my planner up to date and use my time efficiently to accomplish both my research and school goals. Having a job while in school has helped me to both prioritize time and maximize my efficiency."

What are your personal keys to success and what challenges or hurdles have you encountered? "My personal keys to success in my research position have been to continually ask questions and prioritize goals. As research can often not have a strict timeline, I find it helpful to outline weekly goals for myself to help stay on track. Challenges so far have included learning new data management and statistical software analysis."

Describe your typical day at work? (I.e your job responsibilities, and things you are allowed to do on the job.) "My research is entirely remote so I am normally at home or at a school building. This remote option gives me the flexibility to fit work into my schedule whenever possible. My normal responsibilities are to conduct literature searches and prepare data analysis."

How does it relate to what you are learning at Harvard (major, concentration, etc.)? "This work is directly related to my academic degree. Since it is a continuation of my thesis work, it ties in perfectly with what I learn in an academic setting."
**Spring 2022 Job Fair**

The Spring 2022 Job Fair will be held virtually on Congregate, February 3rd, 2022. Visit [https://seo.harvard.edu/spring-job-fair](https://seo.harvard.edu/spring-job-fair) for more information:

**Students can register to attend using this form:**
https://college.harvard.edu/form/seo-registration-form

Stay tuned for more information that will be coming soon!
**New Job Listings**

**Harvard Summer School**

Harvard Summer School Proctor, SSP, and GP, Summer 2022

**Contact:** Kimberly Calnan  
kcalnan@fas.harvard.edu  
https://opportunities.summer.harvard.edu

**Harvard University Dining Services**

Barista - Lamont Library Cafe

**Contact:** Kim Smith  
kim_smith@harvard.edu

**Radcliffe Institute: Academic Ventures**

Student Gallery Attendant

**Contact:** Jennifer Birkett  
ventures@radcliffe.harvard.edu

**Samphire Neuroscience**

Product Design Intern

**Contact:** EmileRadyteem@daere.com