

Student Employment Office

THE OFFICIAL MONTHLY NEWSLETTER OF HARVARD SEO



What's New

SEO'S CONTACT
INFORMATION

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DECEMBER STUDENT
SPOTLIGHT

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SPRING JOB FAIR

.....

NEW JOB LISTINGS

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.

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."

What made you apply for your position?

"I was interested in continuing my research project and developing my public health analysis skills."

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?

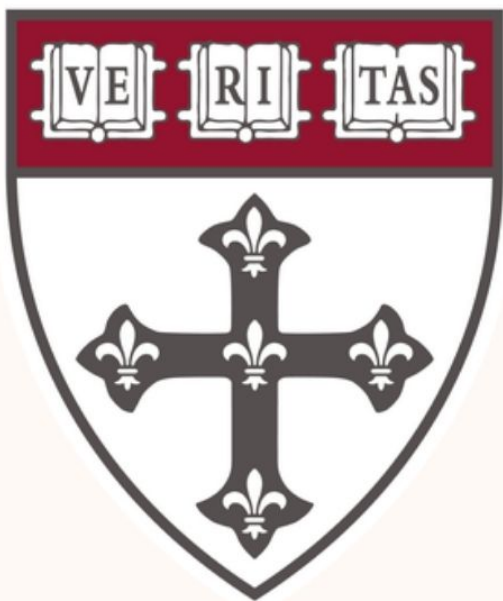
"My personal keys to success in my research position have been to continually ask questions and prioritize goals. As research can often not have a strict timeline, I find it helpful to outline weekly goals for myself to help stay on track. Challenges so far have included learning new data management 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> 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: Emile Radyteem@daere.com

<https://www.samphire.com>