

# *Student Employment Office*

THE OFFICIAL MONTHLY NEWSLETTER OF HARVARD SEO



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## *Contacting the Student Employment Office*

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](mailto:seoweb@fas.harvard.edu)** or call **(617) 495-2585**.

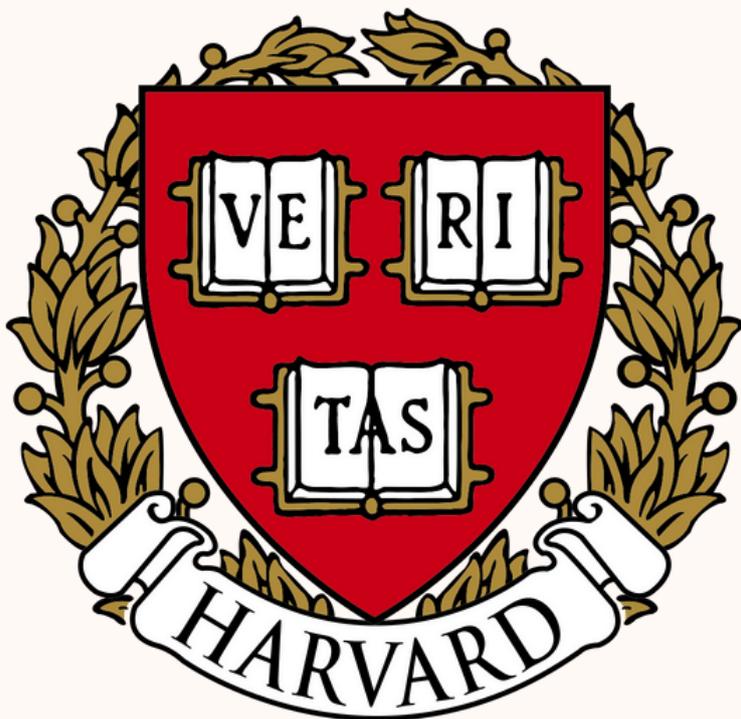
## ***February Student Spotlight***

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Meet **Gabi Maduro Salvarrey**! Gabi is a sophomore student with a concentration in Social Anthropology joint with WGS. Also, she is planning on getting an Ed Secondary. She is a front desk receptionist at the ARC.

### **How did you find your position? (i.e SEO Job Database, Word of mouth) Please detail your experience.**

"I have been going to the ARC for coaching and workshops since my freshman spring. I spend so much time here, I asked my academic coach if they had any open positions for students to work here and share their experiences using ARC resources, especially students of marginalized experiences like my own. One thing led to another and I ended up applying for this position!"



### **What made you apply for your position?**

"I'm extremely grateful for the resources available to me at the ARC. I am neurodivergent, so I have struggled a lot academically during my time here. Having this quiet, reliable, and supportive space has been a transformative experience for me. I have found that the ARC is one of the few resources at Harvard that truly works well for me. Everyone at the ARC is warm and welcoming, making it a wonderful work environment."

### **How have you been able to balance your schoolwork and work responsibilities?**

"This job helps me to stay on task! I schedule my shifts for the mornings so I can motivate myself to start my day. I then complete my required tasks and use the rest of my time to do school work. I pause intermittently to greet visitors as they arrive. In my mind, I get paid, structured, study time, which has helped me immensely."

**What are your personal keys to success and what challenges or hurdles have you encountered?**

"I have experienced many major life shifts during my time at Harvard, including a year-long leave of absence during the Pandemic. I was afraid to come back into Harvard's intense academic environment still in the process of receiving an ADHD diagnosis, experiencing depression and anxiety, and having spent a year not doing school. Ultimately, the individual coaching, workshops, and weekly accountability hours at the ARC helped me get back on track and stay on track. MY BIGGEST WORD OF ADVICE is to be patient and gentle with yourself and to celebrate progress on your goals rather than your end results. Every small challenge, mistake, or failure is not the end of the world, even at Harvard. It's not that deep, and you're going to be ok."

"Even if you're thriving in all aspects of your life here at Harvard, I highly recommend scheduling a session with an academic coach, signing up for an ARC workshop, or attending a weekly accountability hour. The coaches are individual mentors that can help you with anything from structuring your schedule to completing an assignment to clearing out your google drive. Accountability hours are also very helpful and have been some of the most productive moments for me during the semester."

<https://arcscheduler.fas.harvard.edu/>

**Describe your typical day at work? (I.e your job responsibilities, and things you are allowed to do on the job.)**

"My top priority is to greet visitors and help them find where they are going, so please come by! My favorite part of my job is to update the whiteboard calendar because I have been granted full creative freedom with it so I make it look snazzy."

**How does it relate to what you are learning at Harvard (major, concentration, etc.)?**

"I don't think that everything I do at Harvard has to relate to my concentration or future career. I enjoy this work environment and the people here. The ARC is a good break from the intensity of Harvard, and I enjoy it very much."

# *Harvard Summer School*

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## **Searching for a Summer Opportunity at Harvard?**

Each year, **Harvard Summer School (HSS)** welcomes over 10,000 students from across the globe to Harvard for a robust academic summer experience. Undergraduate and graduate students from Harvard (and beyond) are an integral part of ensuring that experience is vibrant and productive.

**Interested in joining the HSS team?** Explore this [website](#) to learn about the variety of positions available in student affairs, academic support, and student activities. We look forward to hearing from you!

- 1) Academic and Personal Development Coach**
- 2) Academic Tutor Program: Academic Tutor**
- 3) Academic Tutor Program: Program Assistant**
- 4) Academic Tutor Program: Program Coordinator**
- 5) Student Activities Office: Program Assistant**
- 6) Student Activities Office: Program Coordinator**

### **Contact Information:**

Margot Vona  
Harvard Summer School  
Assistant Director for Student Services  
[atp@g.harvard.edu](mailto:atp@g.harvard.edu)  
[hssao@g.harvard.edu](mailto:hssao@g.harvard.edu)

51 Brattle St  
Cambridge, Massachusetts 02138  
United States

## ***Recap of the Spring Job Fair***

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On February 3rd, 2022, we hosted our annual Spring Job Fair. This year the fair was held virtually. We had 67 students and 18 employers in attendance. Students were given the opportunity to meet with a variety of employers to potentially secure a job, an internship, or receive more information. Some of the employers that participated in the fair were the **HLS Dean of Student Office, Sanders Theatre/Memorial Hall, Decimal Health**, and the **Harvard Foundation for Intercultural and Race Relations**. If you are still interested in finding a job for this semester, make sure to check out the **SEO Database**. If you missed out on the Spring Job Fair, make sure to be on the lookout for the **Fall Job Fair**. The Fall Job Fair is our busiest event every year and we schedule it so students can determine their academic schedules before seeking out part-time employment. Please email us at **seoweb@fas.harvard.edu** or call us at (617) 495-2585 for any questions or concerns.

## ***Student Spotlight Opportunity***

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Do you want to be featured in one of our monthly newsletters? Make sure to fill out this form to be selected for our newsletter. Feel free to reach out if you have any questions.

[https://harvard.az1.qualtrics.com/jfe/form/SV\\_cATO4R6xqUkPSiW](https://harvard.az1.qualtrics.com/jfe/form/SV_cATO4R6xqUkPSiW)