



# Student Employment Office



## ASK ANYTHING!

*Have questions about student jobs or the SEO?*  
**Please ask here!** We will use these to update our website.

### *IT'S NOT TOO LATE FOR SUMMER WORK STUDY!*

Work study subsidies can incentivize employers to hire you and can mean getting paid for an otherwise unpaid position. Inquire about Summer Work-Study with your financial aid office

### SEO Spotlight: Meet Maggie Helmick!

Maggie is a Master of Theological Studies student at Harvard Divinity School & a Graduate Assistant at the HDS Office of Admissions!

Hear her advice for student workers on page 3!

# *New Job Opportunities!*

Interior Designer  
[Harvard Faculty home](#)

Resource Efficiency Program  
First-Year Student Associate  
[Office for Sustainability](#)

Proofreader & Library Help  
[FAS: Adaptive Technology Lab](#)

Digital Programs Assistant  
[Houghton Library](#)

Research Assistant (Remote)  
[SPH: Center for Population and  
Development Studies](#)

Math Transcription  
[FAS: Adaptive Technology Lab](#)

Research Ass't: Awake Overnight  
[RAD: Radcliffe Fellowship Program](#)

More on the . . . . .





# *Student Employee* *Spotlight:* **Maggie Helmick**

## **How did you find your position?**

I came across the listing for my position with HDS Admissions on the [Job Opportunities page of the Slack group](#) established for the 2021 incoming class.

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

What drew me most to the position was the impact that previous Admissions GAs had on my admission experience. It was through their social media takeovers, blog posts, and information sessions that I came to understand the spirit and culture of HDS. The glimpse they provided me into HDS truly [illuminated and humanized the typically opaque admissions experience for me](#), and it [played a significant role in my decision to attend HDS](#). So when the opportunity arose to fill that same role for future prospective students, I was really excited about it.

MTS Student & Graduate Assistant at HDS Admissions since Fall 2022

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

Although working while being a full-time student can, at times, be overwhelming, most of the time I actually enjoy the separation from school that work provides me. One of the things I appreciate most about my job is the schedule flexibility it allows for. HDS Admissions understands that, as a full-time student, my education is a top priority in my life. Having the ability to arrange my work hours around my class schedule, and to adapt my schedule on short notice to accommodate for particularly academically demanding times of year has been key to balancing my work and school responsibilities.

# *more from* **Maggie** **Helmick**

## **What's your typical day at work?**

My main role with HDS Admissions is as the point-person for our Ambassador Program. This program exists to put prospective students into touch with current HDS students so that they can gain a better understanding of student life at HDS through the experiences of the student they're connected to. During the academic year, I spend much of my time at work responding to prospective and incoming students' questions via our [ask\\_students@hds.harvard.edu](mailto:ask_students@hds.harvard.edu) email account or video call, and connecting prospective students to the current students when I'm not the best person to respond to their inquiries. Over the summer, while I'm the only GA with Admissions, I'm also updating our training materials to prepare for our new GAs in the fall, helping test the application for the upcoming admission cycle, and crafting posts for our blog ([hdsadmissionsblog.com](http://hdsadmissionsblog.com)).

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

No matter what kind or extent of employment you have as a student worker, keeping your own well-being at the forefront of your priorities is the key to a successful experience. *If you aren't taking care of yourself, you aren't going to have anything to give to your work or your education* - you can't pour from an empty cup. I also think it's really important to keep everything in perspective. It's so easy to become overwhelmed by the stress of school or work, when *in the greater scheme of things, it likely isn't nearly as important as it feels in that moment*.

## **How does it relate to what you are learning at Harvard?**

While my studies and my work are not inherently connected, my job has added so much dimension to my experience at HDS. As someone who is not particularly social by nature, I love that this role has given me the *opportunity to connect* with my classmates (and future classmates!) in ways I likely would not have on my own. Working in Admissions has also taught me so much about the *history, mission, and values of HDS and Harvard, at large, as well as the inner workings of higher education administration*.