



# Student Employment Office



**ASK ANYTHING** form [here!](#)

## In-Person & Remote Fall Job Fair

**Meet both on & off-campus employers** at the Smith Campus Center and [online](#) →  
More info & registration "for students" [here!](#)

Save the date  
**Sept 21, 2022**  
**2:30-4:30**



- **Gabi Maduro Salvarrey** is in our Student Worker Spotlight. Hear about the *Academic Resource Center* and how to structure your job to help your schoolwork!
- Links to recent job listings from our database



Staff photo Jon Chase/ Harvard University News Office



# ***New Job Opportunities***

## **Gameday Ticket Office Staff**

Harvard Athletics

## **Harvard College Admissions and Aid Recruitment Coordinator**

FAS: Harvard College Admissions and Financial Aid

## **Employer Relations Coordinator**

Harvard T.H. Chan School of Public Health Office of Career Advancement

## **Graduate Student Gallery Attendants**

Harvard Radcliffe Institute

## **Finance Assistant**

FAS: Davis Center for Russian and Eurasian Studies



## **Harvard Ed Portal Undergraduate Mentor**

Harvard Ed Portal



# STUDENT WORKER

## Spotlight

### Gabi Madura Salwarrey

Gabi is a sophomore studying Social Anthropology & WGS working as a FrontDesk Receptionist at the Academic Resource Center.

*Read on to learn how to use your job to help your schedule and navigate the intensity of Harvard.*

#### **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 work well for me*. Everyone at the ARC is warm and welcoming, making it a wonderful work environment.

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

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!

#### **How have you balanced your job and schoolwork?**

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.

*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 complete 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/>



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

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?**

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.

### **What are your personal keys to success and what challenges 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.