

# *Student Employment Office*

THE OFFICIAL MONTHLY NEWSLETTER OF HARVARD SEO



## *What's New*

SEO'S CONTACT  
INFORMATION  
.....

NOVEMBER STUDENT  
SPOTLIGHT  
.....

STUDENT SPOTLIGHT  
OPPORTUNITY  
.....

NEW JOB LISTINGS

## *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** or call **(617) 495-2585**. If you hold an off-campus FWSP or Faculty Aide position, please email **seoweb@fas.harvard.edu** to schedule a virtual I-9 appointment.

## ***November Student Spotlight***

### Meet **Charlotte**

**McAdams!** Charlotte is a graduate student at Harvard Divinity School. She is a student in the Master of Divinity (MDiv) Program. She works as an Editorial Assistant at HDS Communications.

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

"I found my job through the SEO Database. I searched for positions at HDS and found this soon after it was posted."



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

"I wanted to apply for the position because I wanted to stay within HDS, while still gaining professional skills. I had been involved in website work and newsletter writing in previous positions and felt excited to expand those abilities."

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

"I have set out specific periods each week when I carry out my work responsibilities. I have also maintained clear communication with my supervisor about what I will be able to take on for the job and periods of the semester when I will need to focus more time on my school responsibilities."

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

"My personal keys to success are that I only take on projects that I am passionate about and that will lend to my future interests. I have encountered challenges as I have tried to navigate the many opportunities at Harvard to find the ones that I am most interested in."

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

"I typically check the community calendar to approve any newly submitted events. I then begin a draft of the weekly newsletter for the HDS community. I check the HDS website for any news and updates to include and upload new pages when they are needed."

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

"My work relates to my learning at Harvard because it allows me to connect with the wide range of events taking place at the school. I manage the HDS calendar and so I get to see every part of the school's community and help promote events that will further community growth."



## ***Student Spotlight Opportunity***

---

Do you want to be featured in our next 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)

---

## ***New Job Listing***

---

### ***Harvard Kennedy School***

History Research Assistant

**Contact:** Scott C. Stackpole  
scott\_stackpole@hks.harvard.edu

### ***Harvard University***

Seasonal Usher at Sanders Theatre

**Contact:** Johnathan Salz  
jsalz@fas.harvard.edu

### ***Blue Bottle Company***

Barista

**Contact:** Nicole Villone  
careers@bluebottlecoffee.com

### ***FAS: Harvard Box Office***

Harvard Box Office Customer Service/Event Staff

**Contact:** Jason Govostes  
govostes@fas.harvard.edu