Web and Office Intern:
Work in a busy office answering telephones, scheduling meetings, photocopying, stuffing mailings, and assisting staff with a variety of office projects. Work closely with the FDO staff to field a wide range of questions from incoming members of the Class of 2018 and their families. Maintain and update the FDO website and related web applications including:

- Convert the following FDO publications for inclusion on the website, making corrections and revisions as needed: "A Guide to the First Year", and "The Calendar of Opening Days".
- Upload dorm room information for all graduating seniors into the Dorm History Database (MySQL database on the HCS server). Generate PDF files with room history information for all incoming freshmen.
- Work with members of the FDO staff to improve the existing website.
- Work on special projects as assigned.

Required Skills and Experience: Comprehensive knowledge of web page authoring. Experience with MySQL databases and SQL. Demonstrated proficiency with Microsoft applications (Word, Excel, and Access). Attention to detail and excellent interpersonal skills required. Strong communication and organizational skills essential. Ability to handle sensitive and confidential information with discretion. Demonstrated ability to work effectively both independently and as part of a team. Familiarity with InDesign to assist with editing publications a plus.

Terms: Housing provided June 14 until August 25 when upperclass houses open. Position begins June 16th and goes through September 1. Work available beginning May 19th if alternative housing is arranged independently. Additional hours may be requested during move-in day (August 25 th) Hours per week: 20; M-F 9am-1pm or M-F 1-5pm. Pay rate: $12/hr.

Interested candidates please send a letter of interest and resume to Mary Lincoln (mlincoln@fas.harvard.edu)