Freshman Programming Intern Job Description

Reporting to the Director for Freshman Programming, the Freshman Programming Intern will have primary responsibility for several programs and initiatives that will benefit the Class of 2018. First and foremost, the intern will serve as student director for Freshman Convocation, coordinating many of the logistical elements of the event. Other projects will include: working on several Opening Days programs and events, developing movies or presentations for FDO programs, a benchmarking project on orientation diversity programming, and helping with the general operation of the Freshman Dean’s Office.

Convocation serves as the official welcome to the Class of 2018 and will signal the students’ entrance into the College and University communities. Through speeches, music, and pageantry, Convocation will demonstrate how integrity, curiosity, service, and diversity are important community values. Finally, students will begin to develop an appreciation for the history and traditions of the University through this ceremony. The ceremony, which is intended to “bookend” Commencement, will include a procession of the Class of 2018 into Tercentenary Theatre, a fanfare by the Harvard Band, performances by Choral Groups, and addresses by University President Drew Faust and others. To plan Convocation, the Intern will write a master plan for the outdoor and indoor ceremonies, design the program and Class Pin, coordinate with the participating groups, manage logistics (seating charts, media & technology, etc.), and will stage manage the entire event. Convocation will be Monday, Sept. 1, 2014 (Labor Day).

The ideal intern candidate will be an undergraduate student who is highly organized, is able to work independently, demonstrates excellent time management, has significant event planning experience, is proficient with media and technology (or at least willing to learn), is familiar with Harvard College administrative offices, and possesses an interest in college freshmen. Previous experience managing large-scale productions is essential. Please note this is a half-time job; the Intern will work 20 hours per week, starting in mid-June, with some longer hours expected during the month of August. Position benefits include a salary of $12/hour and summer housing in a Harvard dormitory.

To apply, please submit a cover letter, one-page resume, and list of two references to Katie Steele, Director for Freshman Programming, by Monday, April 7, 2014 at 9:00am. You may email your application materials to kwsteele@fas.harvard.edu. Any questions about the position may also be directed to Katie Steele.