



Part Time Intern

[Harvard Women in Technology + Allies](#) (WIT+) aims to develop an IT community at Harvard that is committed to increasing representation, retention, and advancement of marginalized genders.

We are currently seeking a part time (15 hours per week) intern who will work directly with the Harvard WIT+ co-chairs to provide a wide range of administrative assistance for our monthly events, website and monthly digest, and our mentoring program. The intern will work both independently and in collaboration with Harvard WIT+ staff volunteers from across the university. Interested candidates should be independently motivated with a demonstrated interest in advancing diversity, equity and belonging who are comfortable with working under minimal supervision.

This paid internship is, working 15 hours a week during business hours (flexible based on the intern's schedule). This is a temporary position and ideally the intern would be able to commit to a year, summer included.

Typical Core Duties:

- Provide support for the WIT+ Programs (monthly speakers and a 6-month staff-led mentoring program)
- Attend weekly program planning meetings
- Coordinate events
- Maintain the WIT+ webpage in OpenScholar (training provided)
- Create content for social media channels
- Research and analyze workforce/demographic data for presentations to team and Harvard IT leadership
- Participate in meetings with department leaders
- Keep abreast of gender and technology events at Harvard and elsewhere
- Support diversity & inclusion communications and initiatives
- Other projects as assigned

Basic Requirements:

- Familiarity with MS Office Suite tools (including Outlook, Teams, Sharepoint, etc.), Zoom web conferencing, Mailchimp, OpenScholar, or other collaborative online tools
- Administrative and project management experience, previous work experience in an office or department is highly desired
- Exceptional written and verbal communications
- Attention to detail

Additional Requirements:

- Demonstrated interest and enthusiasm in issues related to diversity, equity, and inclusion
- Experience with managing and hosting virtual events – including scheduling and running meetings
- Attention to detail and willingness to learn new concepts and tools
- Ability to collaborate and work individually under minimal supervision
- Demonstrates initiative
- Interest in data visualization and analysis
- Skilled in social media (specifically, twitter)

To apply: Email us at harvardwit@abcd.harvard.edu

Working Conditions:

In light of the global pandemic, all interview and onboarding activity for HUIT will be conducted via telephone & Zoom video conferencing. (NEW) If you accept our offer and join the team, your position will be based on our campus in Cambridge, MA. However, due to the COVID-19 pandemic, you will begin your work remotely. The remote nature of this job is only temporary. We currently expect that you will work remotely until June 30, 2021. We will, of course, keep you updated as we know more. Once the University and your supervisor determine that it is appropriate, we look forward to welcoming you to campus. At that time, you will be required to move your work location to the Cambridge campus as a condition of continued employment.

Harvard continues to place the highest priority on the health, safety and wellbeing of its faculty, staff and students, as well as the wider community. Information and details can be found via Harvard's Coronavirus Workplace Policies website: <https://hr.harvard.edu/corona-virus-workplace-policies> .

Diversity, Inclusion & Belonging:

Harvard's commitment to Diversity, Inclusion and Belonging is rooted in our belief in drawing on the widest possible pool of talent to unify excellence and diversity. Our community strives to uphold these beliefs by honoring the rights, differences, and dignity of others and embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. Harvard aims to foster a campus culture where everyone can thrive, a key to which is ensuring that we each experience a profound sense of inclusion and belonging.

Accessibility:

Harvard University welcomes individuals with disabilities to apply for positions and participate in its programs and activities. If you would like to request accommodations or have questions about the physical access provided, please contact our University Disability Resources Department.