

## Summer Youth Employment Program

### *Benefits Our Communities:*

A deep commitment to community service and to being a good neighbor is integral to Harvard's leadership philosophy. Providing high-quality summer work experience for local teens is part of this commitment. Not only do teens have a way to earn money and gain useful work experience; they are exposed to a new environment which aids in their development of crucial thinking and social skills.



### *Benefits Harvard University:*

Our program is a cost-effective source of summer staff to fill in for vacations and accomplish special projects. It enables local teens to provide fresh perspective and contribute to diversity in the Harvard schools and departments, while encouraging young people to consider Harvard careers.



## HARVARD UNIVERSITY

To hire a summer youth, please contact:

### **J. Alberto Mendoza**

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# Harvard University

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## Summer Youth Employment Program





## Our Mission

To provide valuable summertime work opportunities to our community's youth

### What is the Summer Youth Employment Program?

Harvard Summer Youth Employment Program is a central function which supports Harvard schools and departments in the hiring of high school students for summer jobs. Building on Harvard's tradition of working with community agencies in Cambridge and Boston to hire local teens, our program offers a variety of resources to support everyone involved with summer youth employment at Harvard.

### Resources

- ❖ Close coordination with community partner organizations in placement and supervision of youth employees
- ❖ Orientation for both summer youth employees and supervisors
- ❖ *Summer Employee Handbook*
- ❖ Weekly seminars to complement the students' work experience



## Our Calendar

### January – February

Harvard hiring units plan and budget for summer teen employment.

### February – March

Hiring units submit job postings. Jobs may be posted throughout the spring, but the earlier the better.

### April – June

The program and community partners match eligible teens with Harvard jobs and present candidates to Harvard hiring units. Most placements are completed by June 30.

### July-August

Primary work term for program, adjusted as necessary for departmental needs.

### September – October

Gather feedback to evaluate and improve next year's program.



## Our Jobs

- ❖ Financial, payroll support
- ❖ Data entry, database maintenance
- ❖ Filing, system implementation
- ❖ Customer service
- ❖ Receptionist
- ❖ Internet and library research
- ❖ Messenger and delivery services
- ❖ Landscaping, painting, facilities maintenance

*"My experience at Harvard has been one to remember. The work environment is great and it's a chance to learn things not covered in school."*

~Tommy King

*Cambridge Rindge & Latin School*

*"I came to work to make some money, but I soon learned that there was more to my job...I have been given some real responsibility and met some cool people."*

~Catalina Sanchez

*Boston/Charlestown High School*