

Growth Lab Undergraduate Internship



The Center for International Development is a university-wide center that works to advance the understanding of development challenges and offer viable solutions to the problems of global poverty. CID is Harvard's leading research hub focusing on resolving the dilemmas of public policy associated with generating stable, shared, and sustainable prosperity in developing countries. CID has consecutively been named one of the top five global think tanks in international development.

We have an immediate internship opening for an undergraduate student to work closely with one of our Senior Research Fellows in our [Growth Lab](#) program. This internship will provide the successful candidate with an opportunity to learn more about economic complexity, growth diagnostic, inclusive growth and more.

Description

We are looking for an analytical, well-organized, and creative intern that can consistently work six to ten hours per week (negotiable). The ideal candidate will:

- Provide organizational and research support to a Senior Growth Lab Fellow;
- Draft and edit presentation materials including power points, briefs and others;
- Support with literature review, proofreading materials, drafting letters and briefings; and
- Support making travel arrangements, scheduling meetings and other operational needs.

To be eligible for our Internship Program, applicants must meet the criteria below:

- Proficiency in MS Office (particularly Excel and PowerPoint) and web-search skills;
- STATA and data analysis skills know-how;
- Excellent written and verbal communication skills; and
- Experience working in an office.

Preferred qualifications:

- Desire to learn more about international development;
- Proactive, collaborative and able to deal with different stakeholders (internal and external) in a fast paced environment;
- Ability to plan and work on multiple projects simultaneously in an organized way;
- Team player with cultural sensitivity;
- Experience working in a research environment; and
- Knowledge of any graphic design software (Photoshop, Illustrator).

How to Apply

Candidates should email resume and cover letter to Andrea Hayes at cid_recruiting@hks.harvard.edu with '**Growth Lab Internship**' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.