

## **CID's Undergraduate Internship Program - Operations** *2017-18 Academic Year*



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.

CID's Undergraduate Internship Program runs each semester with the possibility of extension through the academic year and summer months. Interns are paid hourly rates based on experience and university student pay guidelines. The program provides students the opportunity to learn about and contribute to business operations for a global research center in the field of international development. The successful candidate will work closely with our energetic and friendly CID staff, gain an understanding of the functions and dynamics of the non-profit sector, and work in a high-profile, fast-paced office. Depending on skills set and interest, interns might be given an opportunity to assist with some research tasks.

### **Description**

We are looking for a creative and assertive intern that can consistently work six to ten hours per week, negotiable. The ideal candidate will:

- Provide operational support to office management functions including assisting the front desk;
- Assist in events, workshop and conference planning;
- Research and prepare material for key meetings including briefings and agendas;
- Support with drafting and editing donor materials including reports, briefs and center materials; and
- Conduct other miscellaneous tasks related to the ongoing activities of a research center.

**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;
- Excellent written and verbal communication skills; and
- Experience working on events and workshops.

### **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; and
- Team player with cultural sensitivity.

### **How to Apply**

Candidates should email resume and cover letter to Chuck McKenney at [cid@hks.harvard.edu](mailto:cid@hks.harvard.edu) with 'Intern 2017/18' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.