The Heller School for Social Policy and Management

Graduate Admissions Internship:
Part-time, September - December 2015

About The Heller School

Our mission at the Heller School is to drive positive social change through research, education, and public engagement that inform policies and programs designed to address disparities in well-being and promote social inclusion in a sustainable way. We are dedicated researchers, applying social, economic, and political science to solve pressing domestic and global problems. We are also steadfast idealists, working toward a better world through the knowledge we generate, the leaders we educate, and the communities we engage with globally.

Position Overview

The Admissions Intern works closely with the Heller Admissions team on projects relating to student recruitment and yield. Specific responsibilities include scheduling visits for prospective and admitted students; communicating with both domestic and international applicants about Heller programs, the admissions process, and financial aid; managing online chats; and assisting with application processing and distribution to admissions committees.

Schedule

- September – December 2015
- Part-time, 15 – 20 hours per week
- Must be able to work at least three days per week.

Compensation

- $15/per hour

Qualifications

Bachelor’s degree required. This position requires excellent interpersonal, written and oral communication skills; cultural awareness and sensitivity in working with people from other countries and cultures; a customer-service orientation; project management experience; and the ability to learn new software applications quickly.

Application Process

Interested candidates should email a resume and letter of interest to Krystal Hope, Assistant Director of Admissions, khope@brandeis.edu.

Location

The Heller School for Social Policy and Management Admissions
415 South Road
MS 035
Waltham, MA 02454