

INTERNSHIP OPPORTUNITY FORM

ORGANIZATION Harvard Public Service Network (PSN)

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CHECK THOSE ITEMS THAT APPLY TO YOUR ORGANIZATION:

- | | |
|---|--|
| 1. <input type="checkbox"/> Public school (elementary/middle/secondary) | <input type="checkbox"/> Stipend |
| 2. <input type="checkbox"/> Private or independent school/Preschool | <input checked="" type="checkbox"/> Hourly wage |
| 3. <input checked="" type="checkbox"/> Higher education | <input checked="" type="checkbox"/> Hourly wage with work-study funds |
| 4. <input type="checkbox"/> Research/Planning/Policy studies | <input type="checkbox"/> No pay available |
| 5. <input type="checkbox"/> Museums/Arts organizations | <input checked="" type="checkbox"/> Site accessible by public transportation |
| 6. <input checked="" type="checkbox"/> Non-profits (educ'l/human svc./foundation/other) | <input type="checkbox"/> Private transportation is necessary to reach site |
| 7. <input type="checkbox"/> Government (federal/state/local) | |
| 8. <input type="checkbox"/> Media/Technology/Publishing | <input checked="" type="checkbox"/> FALL SEMESTER |
| 9. <input type="checkbox"/> Corporations/Human resources/Partnerships | <input checked="" type="checkbox"/> SPRING SEMESTER |
| 10. <input type="checkbox"/> International/Multicultural education | <input checked="" type="checkbox"/> Year-long preferred |
| 11. <input type="checkbox"/> Community education/Lifelong learning/Adult literacy | |
| 12. <input type="checkbox"/> Health-related education/Environmental education | |

IN ANY OF ABOVE CATEGORIES (check if applicable): Teaching Administrative Research

QUALIFICATIONS REQUIRED FOR INTERNSHIP:

PSN seeks a responsible and motivated individual with:

-strong communication skills,

-high attention to detail,

-interest in the public interest/nonprofit sector,

-ability to engage undergraduate students,

-willingness to take on a variety of tasks,

-interest in student life and activities, and

-experience in higher education and/or nonprofit organizations preferred.

ANTICIPATED DUTIES, RESPONSIBILITIES, OR PROJECTS FOR INTERN:

The intern will provide support to approximately 50 student-led public service organizations at Harvard College. Working with PSN staff, the intern will communicate important information to and maintain relationships with student leaders and volunteers, update and distribute materials, oversee resources granted to groups, advise public service organizations, and perform site visits. The intern will also provide generalized support in the PSN/CPIC office. In addition, specific projects will be identified based upon the interests of the individual candidate. The intern will be provided with a computer and workspace.

ABOUT CPIC:

The Harvard Public Service Network (PSN) was developed to raise the level of discourse on campus about undergraduate public service and to improve the amount of services available to all students and student-led public service groups. PSN staff provide guidance, support and resources to approximately 50 student-led services groups and operate the Center for Public Interest Careers (CPIC) at Harvard College.

For more information about PSN, please visit www.fas.harvard.edu/~pbh/psn