The HBS IT Graduate Assistant’s primary function and role is to assist HBS IT’s Office of the CIO (OCIO) with activities related to IT strategy, planning, and administration. They do so by helping those within the OCIO as well as across the Transition Management Office (TMO) and IT Executive Team with activities including, but not limited to, market research, presentations and data visualization, and programmatic planning and support. They may provide the following services:

- Benchmark what higher education IT organizations are doing around strategy, planning and governance, helping to evaluate the benefit of certain approaches for HBS IT
- Document use cases and assist with process redesign efforts to improve the overall efficiencies of services provided to IT and the HBS community by the OCIO
- Provide programmatic support for HBS IT’s organizational transformation efforts
- Research and curate IT-focused literature/toolkits for TMO leads in the support of organizational transformation efforts
- Organize and manage a library of resources for the OCIO, TMO, and IT Executive Team
- Assist with report research, data analysis, and analytical and business writing
- Help develop marketing materials and presentations for a variety of audiences
- Participate in staff/other meetings as appropriate
- Carry out other administrative duties on an as needed basis

Graduate Assistants must be familiar with the Microsoft Office Suite and web technologies in general; they are expected to become proficient with HBS-specific applications. Excellent communication skills and an eye for accuracy and detail are a must. Strong analytical and writing skills desired. An ability to understand data management and visualization tools (eg. Tableau) is a plus, as is previous experience with graphic design/creative presentations. Applicants must be enrolled during the 2019-2020 academic year in a graduate program to be eligible for this position.

Position starts on July 1, 2019, and runs until June 1, 2020 (or graduation) and covers 17 hours a week at $35 an hour.

To apply, please send cover letter and résumé to Elizabeth Clark, Deputy CIO, Harvard Business School IT, at eclark@hbs.edu.