

\* indicates a required field

***Position Information***

**Position Type\*:**

*Please select ONE position type only.*

* *Fellowship*
* *Full Time Job*
* ***Internship (at local organization)***
* ***Internship (at non-local organization)***
* *Part Time Job*
* *Post-Doc Fellowship*
* *Research Assistant (internal HGSE jobs ONLY)*
* *Teaching Fellow (internal HGSE jobs ONLY)*
* *Term/Grant Position*
* *Volunteer*

*\*For internships, please choose “local” or “non-local” (highlighted in bold* ***orange****)*

**Copy Existing:**

*Pick a position from which you'd like to copy data. Please review and edit your job title when copying a job.*

* *Show Archived*

**Restrict Applications\*:**

*Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set in the lower part of this form. This option allows you to target your posting to either the Graduate School of Education or Divinity School (or both) as the schools share the Hired system.*

* Yes
* No

**Job Function\*:**

*Please select the primary function. You may add additional functions in the description section.*

* *Administrative Position*
* *Consultant/Analyst*
* *Counselor/Advisor*
* *Curriculum Design*
* *Development/Fundraising*
* *Other*
* *Program Manager*
* *Researcher*
* *School Administrator*
* *Teacher*
* *Teaching Fellow*
* *Technology Designer*

**Internship Title\*:**

**Position Description\* (Job Description):**

**Attachment(s):**

*If you would like to attach a job description or additional information, please upload them here.*

**Qualifications Required\*:**

*Please include required skills, knowledge and qualifications for success in this position. For example: STATA, curriculum design, classroom experience, research, and/or licensure.*

**Opportunity for Learning\*:**

*Please indicate the student's learning opportunities in this role. For example: financial management of non-profits, strategy design, and/or work plan development.*

**Resume Receipt\*:**

*By selecting Email, students can email resumes directly through Hired to you. Accumulate online means that students post their resumes to Hired and employers log in to see the resumes. The Other option allows employers to provide other methods of applying (e.g. at your organization's website) in the How to Apply field below.*

* *E-mail*
* *Accumulate Online*
* *Other (enter below)*

**Application Instructions (Requested Document Notes):**

*Please indicate if you want a cover letter and any specific application instructions including subject line text, attention information, etc.*

**Additional Documents:**

*Which additional documents do you request?*

* *Cover Letter*
* *Writing Sample*
* *Other Documents*

**Preferred Contact Information:**

*Please indicate the preferred contact information for any questions about this position (if different from yours).*

**Posting Date\*:**

*Job announcement will be posted on this date.*

**Expiration Date (Application Deadline)\*:**

*Please set an application deadline. Posting will also be removed at this date. Do not set extremely long expiration dates for multiple months. If you do not get applicants, you may extend the application deadline or copy and repost it.*

**Location of Supervisor/Mentor\*:**

* *Location*
* *Nation Wide\**
* *Nation Wide Yes Nation Wide No*
* *City\**
* *Enter the City*
* *State/Province\**
* *Enter the State/Province*
* *Country\**
* *Enter the Country*

**Number of openings for this position\*:**

*Please select the number of people you are looking to hire for this position.*

**Internship Term (Work Period)\*:**

* *Fall Semester*
* *Spring Semester*
* *Academic Year*
* *Summer*

**Required Work Schedule\*:**

*Are there any specific days, times or key dates required?*

**Internship Schedule (Hours Per Week)\*:**

*Please indicate whether this internship has a fixed number of hours or flexible number of hours. If it has a fixed number of hours, please note the number of fixed hours available.*

**Compensation Type\*:***Please consider payment as well as benefits, such as travel reimbursement, conference entrance fees paid, etc.*

* *Unpaid*
* *Paid: Hourly*
* *Paid: Stipend*
* *Paid: Work Study*
* *Other*

**Other:***If you selected "Other" as the compensation type, please provide any information on payment or other benefits.*

**Academic Credit\*:**   
*Are you interested in providing a mentored internship? What is a mentored internship?*

* *Preferred*
* *Yes*
* *No*
* *Not Sure*

**Are you an alum of HGSE or Harvard Divinity School?:**

* *HGSE Alum*
* *HDS Alum*

**HGSE alums:***May we contact you to participate in events to give career advice to current students such as panels, resume review events, etc.?:*

* *Yes*
* *No*