RECRUITING HGSE INTERNS
AY2020

Thank you for your interest in hiring HGSE Interns! We greatly appreciate your interest and commitment to mentoring our students and giving them an opportunity to make an impact at your organization. While HGSE does not match organizations with specific students, we do publicize internships and consult with employers about how best to recruit HGSE student interns.

Marketing Your Internship Opportunity

- Post and manage your own internship posting(s) on Hub, our online career management system, at https://communities.gse.harvard.edu/hgsehub/.
  - Don't have an account yet? Register for one here: https://communities.gse.harvard.edu/hgsehub/s/register-employer

Deadlines and Dates

- Post opportunities on Hub during our High Visibility Periods (HVPs) for highest visibility! HVP postings are circulated widely.
  - Post between July 1 and August 25 for Fall/year-long opportunities.
  - Post between November 1 and January 25 for Spring opportunities.
- You may also peruse student resumes on Hub (Community → Members → filter by Employers: fields → select profile → review (resumes, if uploaded, will show in the right-hand side of student profile).
- Visit CSO’s employer website (recruit.gse.harvard.edu) for more information on hiring interns and structuring opportunities.

Tips for semester-long internships (required for S-997; recommended for others):

- **10-11 weeks long** – approx. the weeks of September 9th – December 2nd (fall) / January 28 – April 20th (spring)
- **8-10 hours/week.** Specific schedules will be negotiated between mentors and interns.

Compensation

- Compensation for internships is **not** required; however, employers who pay interns typically are more successful in recruiting HGSE students.
- Compensation varies widely and can be hourly or in the form of a stipend
  - ($13.50-18.50/hour is the Federal Work-Study Program wage—which we recommend following as the minimum range. When able, employers often offer in the $20-$30/hour range).
- If eligible, employers can pay their interns through funding from the Federal Work-Study Program (FWSP). To be eligible for FWSP, employers must be based in the U.S. and meet the requirements for FWSP employers. For more information on FWSP, please visit: http://www.seo.harvard.edu

Internship-based Courses

- **S-997: Field Experience** – **Please note: this course is being transformed!** More info on recruit.gse.harvard.edu soon!
- **A-998: Higher Education Internship Seminar** is open to students enrolled in HGSE’s Higher Education Program (for more information, please contact Abbie Bloom at abbie_bloom@gse.harvard.edu)
- **T-598: Field Experience in Electronic Technology and Education** is open to students enrolled in the Technology, Innovation and Education (TIE) Program. (for more information, please contact Rilda Kissel at rilda_kissel@gse.harvard.edu)

Project-based Courses supported by CSO (more information at recruit.gse.harvard.edu):

- A-021: Leadership in Social Change Organizations with Karen Mapp
- A-011B: Introduction to Evaluation Science with Candice Bocala
- S-501: Partnering with Youth in Educational Research and Practice with Gretchen Brion-Meisels
- S-513: Introduction to Qualitative Program and Policy Evaluation with Lynne Sacks

Additional Questions?

Please contact the CSO rep that best fits your organization's sector or visit http://recruit.gse.harvard.edu:

- Nonprofit and Government sectors, contact Rachel Gakenheimer, rachel.gakenheimer@gse.harvard.edu
- Consulting, Media & Technology, Higher Education, and Entrepreneurial & Start-up sectors, contact Debra Hotch, debra_hotch@gse.harvard.edu
- PreK-12 sector (including Charter Schools; Private, Global, and Independent Schools; and Public Districts), contact Mary Frazier-Davis at mary_frazier_davis@gse.harvard.edu