

Content Lab Creator Internship Job Description

Updated July 27, 2022

The Harvard College Admissions & Financial Aid Office is seeking to hire up to two (2) part-time Interns to work within the Content Lab.

The Content Lab is a multimedia production initiative established within the Harvard College Admissions & Financial Aid Office. We aim to produce engaging video and social media content with a focus on connecting with high school students, encouraging them to explore their college options, understand the higher education experience, and reach for their highest potential.

In the Content Lab, interns will tell their stories—and those of their classmates—by rapidly producing and publishing short-form social media content on a weekly basis. Through close collaboration with staff, peers, and the occasional alumni, interns will gain experience in content creation, content strategy, strategic communication, and project management.

Students will report to the Harvard College Admissions & Financial Aid Office's Multimedia Producer who manages the Content Lab. They will also work closely with the rest of the office's communications and outreach team. While interns are expected to independently complete short-term, small-scale projects, the supervisor will provide necessary training, guidance, and creative direction. This content will be published on Harvard Admissions & Financial Aid social media accounts, including the Harvard Admissions [TikTok](#) and [Instagram](#) channels.

Interns are expected to work 2-4 hours per week and attend weekly meetings to better coordinate efforts, allocate work, and keep projects on schedule. Students are expected to use their cellphones to gather content, though other equipment may be made available for short term rental if necessary.

Basic Qualifications:

- Interest or familiarity with social media and popular genres/forms of digital content.
- Comfort with experimentation and outside-the-box thinking.
- Strong time management and organization skills.
- Excellent communication and interpersonal skills.
- Excellent content judgment and storytelling ability.
- Well-organized and able to work independently, as well as take instruction.

Please submit a **cover letter** and **resume** to Aaron Van Leesten at vanleesten@fas.harvard.edu. If available, feel free to submit **examples of your work** (links to portfolio, website, YouTube or Vimeo channel, etc.)

Time Frame:

- Academic Year (Fall + Spring Semester)
- Shifts: Weekdays
- Number of Hours per week: 2-4

Hourly Rate: \$15.10

Job Start Date: September 5, 2022

Job End Date: May 15, 2023

Desired Degree Level: Undergraduate

Federal Work Study Program Preference: Either FWSP or non-FWSP