

Growth Lab Undergraduate Internship



The Center for International Development is a university-wide center that works to advance the understanding of development challenges and offer viable solutions to the problems of global poverty. CID is Harvard's leading research hub focusing on resolving the dilemmas of public policy associated with generating stable, shared, and sustainable prosperity in developing countries. CID has consecutively been named one of the top five global think tanks in international development.

We have an immediate internship opening for an undergraduate student to work closely with one of our Senior Research Fellows and Adjunct Lecturer in our [Growth Lab](#) program. This internship will provide the successful candidate with an opportunity to learn more about macroeconomics, growth diagnostic, inclusive growth, and policy development strategies.

Description

We are looking for an analytical, well-organized, and creative intern that can consistently work six to ten hours per week (negotiable). The ideal candidate will:

- Perform literature review, proofreading materials, drafting letters, and briefings
- Write up STATA codes for different models of regression analysis, build up charts and tables
- Draft and edit presentation materials, including power point presentations, policy briefs, and policy memos; and
- Provide administrative support such as room reservations, in-class support, organizing teaching materials, making travel arrangements, and scheduling meetings.

To be eligible for our Internship Program, applicants must meet the criteria below

- Proficiency in MS Office (particularly Excel and PowerPoint) and web-search skills
- Strong analytical/econometric skills and proficiency in STATA
- Excellent written and verbal communication skills; and
- Experience working in an office.

Preferred qualifications:

- Desire to learn more about international development;
- Proactive, collaborative and able to deal with different stakeholders (internal and external) in a fast paced environment;
- Ability to plan and work on multiple projects simultaneously in an organized way;
- Team player with cultural sensitivity;
- Experience working in a research environment; and

How to Apply

Candidates should email resume and cover letter to Andrea Hayes at cid@hks.harvard.edu with '**Growth Lab Internship**' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.