

SUMMER HELP WANTED

Experienced office help needed to assist with conferences in Cambridge, MA.

Responsibilities include:

- preparing informational materials for conference participants
- light computer work
- setting up conference rooms for meetings
- general office work

Requirements:

- previous office experience
- organizational and interpersonal skills
- must be available from early June through mid-August
- prior hotel and/or restaurant experience helpful

THIS IS NOT A RESEARCH POSITION

Please send your cover letter and resume to:

NBER Summer Institute
email: confer@nber.org

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