

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

The NBER is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The NBER will make reasonable accommodation for any disabled applicant, and will provide assistance to disabled applicants as needed during the application process.