



## **Internship Opportunity**

Position: Harvard Business School Asia-Pacific Research Center Intern

Location: Hong Kong SAR

### **Background**

Harvard Business School (HBS) has established three locations for research in Asia Pacific: the Asia-Pacific Research Center (APRC) in Hong Kong, the Harvard Center Shanghai (HSC), and a Singapore office. Researchers at these three locations operate as a team to enable HBS faculty to work with prominent leaders of industry, government and academia, and study business challenges and innovations across Asia Pacific. The research team assists HBS faculty in understanding and examining local business environments, culture and nuances that lead to original and cutting-edge research. Researchers also help faculty members in developing and compiling original research and curriculum content for HBS programs in a wide range of fields, including finance, technology, marketing, accounting, strategy, and entrepreneurship.

### **Key Responsibilities**

Assist professors at the Harvard Business School and researchers at the HBS Asia-Pacific Research Center in compiling case studies and developing other research initiatives, including (but not limited to) the following:

- Conduct industry and company research, and compile relevant articles based on the needs of case writing and analysis
- Participate in the preparation of case interviews, and provide logistical support whenever appropriate
- Assist professors and researchers in interviews with company management, and perform related tasks (e.g. transcription and translation of interview records) as assigned
- Collect information whenever necessary during the case-writing process to contribute to and advance the development of Harvard Business School's case method of teaching and relevant initiatives

### **Position Requirements**

- Undergraduate or postgraduate students (Business, Management and English majors preferred)
- Excellent command of Chinese (Mandarin) and English, both written and verbal



- Excellent communication and interpersonal skills
- Proficiency in computer programs (Microsoft Office: Word and Excel)
- Curiosity in industry and company research
- Strong sense of responsibility and attention to details
- Residency status in Hong Kong SAR

Availability: Immediate (both full-time and part-time applicants considered)

The successful applicant will be engaged with the HBS-APRC under a Volunteer status, with a stipend of HK\$100 provided as travel allowance for the days worked in the office.

If interested, please send your cover letter and résumé to [awoo@hbs.edu](mailto:awoo@hbs.edu). Please also detail the reasons for your application and illustrate your suitability for this position.