

Welcome to the HGSE Hub! The Hub provides a trusted connection with our community to enable direct engagement and flexibility in your interactions with other students, staff and employers.

Resetting Passwords and Completing Your Profile

If you forget your password, go to the [log-in page \(https://communities.gse.harvard.edu/hgsehub\)](https://communities.gse.harvard.edu/hgsehub) and click the *Forgot Your Password* link. Enter the email address you used to log into Hub (probably your Harvard email) and a reset password email will be sent to you. If you aren't sure which email address we have for you in our system, please contact us at 617-495-3427 or cs0@gse.harvard.edu.

Please complete your profile to be an engaged community member with other students and to ensure employers can find you based on your career interests.

The screenshot shows the Harvard GSE Hub website. The top navigation bar includes 'hub', 'Home', 'Discover', 'News And Events', 'Careers', 'Discussions', and 'Ask GSE'. A red banner reads 'Connect, Collaborate, Cultivate! A place for connecting to the HGSE community.' Below the banner are icons for Office 365, Canvas, my.Harvard, Room Request, Student Affairs, and All Apps. A user profile dropdown menu is open, showing options: Home, My Profile, My Settings, Contact Support, and Logout. A blue arrow points from the 'My Profile' option to the profile page below.

The profile page shows the following fields:

- Company Name:** TEST Achievement First
- Title:** TEST Program Coordinator
- Program:** Education Policy and Management
- Industry Interest:** Entrepreneurial/Start-Ups
- Secondary Industry Interest:** Charter preK-12 School
- Role Interest:** Consultant/Analyst
- Secondary Role Interest:** Researcher
- Career Aspirations:** I would like to become an educational consultant focused on helping districts collect and analyze data. I am also interested in curriculum development in educational media and technology companies.
- Parental Status:**
- Military Status:**
- Organization Industry:**
- Past Employers:** Teach for America, Summer Search
- Professional Associations:** LEDA

A blue callout box on the right side of the profile page contains the following text:

We suggest completing these fields at a minimum: Industry Interest, Role Interest, Past Employers, Career Aspirations and LinkedIn profile link fields. Some of the fields are just for employers (e.g. Company Name). Hover over the hints (small gray circles) to see if a field pertains to you.

The screenshot shows the Harvard Hub homepage. The navigation bar includes 'hub', 'Home', 'Community', 'News And Events', 'Careers', 'Discussions', and 'Ask GSE'. On the left, there are sections for 'Researcher', 'Career Aspirations', 'Parental Status', 'Military Status', 'Gender identity', and 'Biography'. On the right, there are profile cards for Nicki Richards and Robert Oatman. A blue callout box with an arrow pointing to the 'Military Status' field contains the text: 'You may also wish to complete these social identity fields which will help you find students with common needs/interests. These fields are ONLY visible to fellow students and staff, not employers on the Hub.'

Hub Homepage

Your Hub homepage is a one stop shop for links to most other HGSE sites you'll need such as Canvas, my.harvard.edu and more! You can also view checklists of tasks that will be important for you to do at various points during the year depending on what events are happening or where you are in your student experience process -e.g. Career Success Workshop checklist, Orientation checklist and more.

Getting Support at HGSE

If you have any questions or problems you need assistance with, you can submit a case via the Ask GSE link on the navigation bar. This link takes you to the case submission form where you can fill out the Topic, Subject and Description of your case.

The screenshot shows the 'Ask GSE' case submission form. The form includes fields for 'Case Topic' (set to 'Career Services/Recruiting'), 'Subject' (with 'Accessing Kennedy' entered), and 'Description'. There is an 'Upload File' button and a 'Submit' button. Below the form is a table titled 'MY COMMUNITY CASES' with columns for 'CASE NUMBER', 'SUBJECT', and 'TYPE'. A blue callout box with an arrow pointing to the 'Suggested Help Articles' section contains the text: 'You can view suggested Help Articles and Discussions in the community that match your keyword entry. Start typing your question and Help Articles that may match your question appear.' Another blue callout box with an arrow pointing to the 'SUBJECT' column of the table contains the text: 'Access your cases in the My Community Cases section where you can click into specific cases, add comments, and view comments and resources from the HGSE staff member assisting with the case'.

CASE NUMBER	SUBJECT	TYPE
00001179	Request to post a job for my employer	Request to post job for current emp
00001160	question on writing tutors	

View Job and Internship Postings

The screenshot shows the top navigation bar of the Harvard Ed Portal. The 'Careers' dropdown menu is open, showing options: Job Board, Career Coaching, Career Resource Center, and Career Focused Groups. A blue arrow points from the 'Job Board' option to a blue callout box.

Click the tab "Careers" then "Job Board"

The screenshot shows the 'HGSE Job Board' search interface. It features a search bar and several filter boxes: POSITION TYPE, STATE, TOPIC, COUNTRY, SEARCH ACCOUNTS..., INDUSTRY, and RECENTLY PUBLISHED. A blue callout box points to these filters.

You can either scroll through the list of jobs or use the drop-down filter boxes to search for criteria such as Position Type (full time vs. internships, etc.), State, Country and Industry. Just enter criteria and jobs automatically appear in the list below.

Below the filters, a job listing is visible: **HARVARD ED PORTAL** | BOSTON MASSACHUSETTS UNITED STATES OF AMERICA | HIGHER EDUCATION | **Harvard Public School Partnerships - Boston Public Schools Data Inter...** | Harvard University | Posted on Sep 30, 2018 by Harvard University

A second blue callout box points to the 'RECENTLY PUBLISHED' filter.

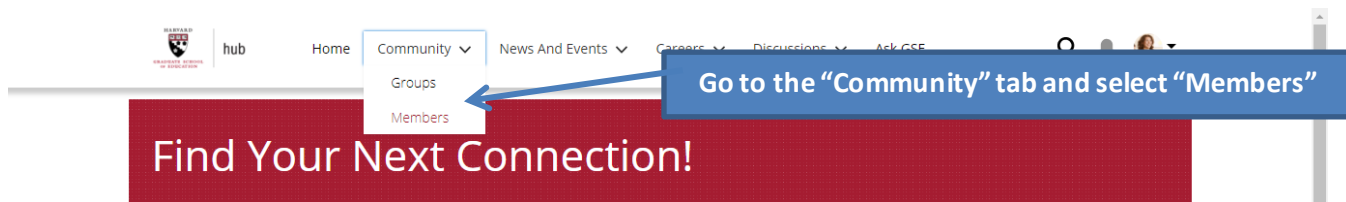
You can sort jobs by publication date or application deadline.

Make Career Services Coaching Appointments

The screenshot shows the top navigation bar of the Harvard Ed Portal. The 'Careers' dropdown menu is open, and the 'Career Coaching' option is highlighted with a blue arrow pointing to it.

Finding Students and Employers

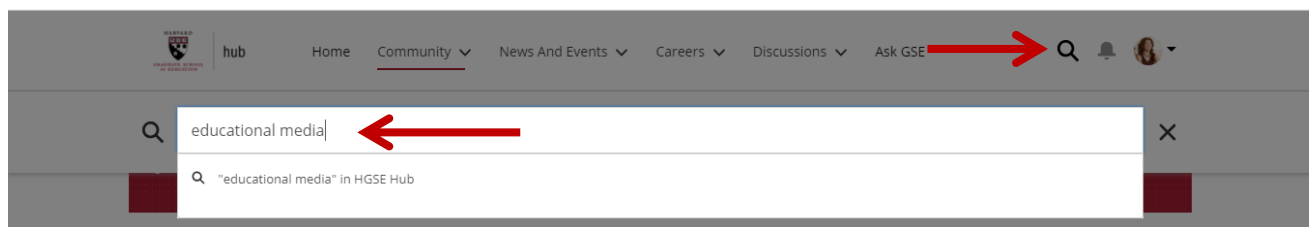
Find Your Next Connection! You can search for fellow students, staff and employers in the “Community” section by name, state, industry, etc. Details below:



To find employers in your desired sector or geographic area as well as fellow students with similar career interests, please choose a category from the drop-down filters.

A screenshot of the search filters for finding members. The filters are organized into several sections: 'Search members (search by member name)' with a search input field and a 'Clear All' button; 'Search by last name, First name' with a checkbox; 'Search state name' with a search input field and a 'Filter by State' dropdown menu; 'STUDENTS: Find employers' with a search input field and a 'Filter by employer industry' dropdown menu; 'EMPLOYERS: Find students by role' with a search input field and a 'Filter by student role interest' dropdown menu; 'EMPLOYERS: Find students by sector' with a search input field and a 'Filter by student industry interest' dropdown menu. A blue callout box from the previous section points to the 'Filter by State' dropdown menu.

You can also search by keywords. Please click the search icon in the upper right corner and enter relevant terms (e.g. educational media or curriculum development). This will search what students or employers entered in the career aspirations or biography section of their profile.



Messaging Students, Staff & Employers

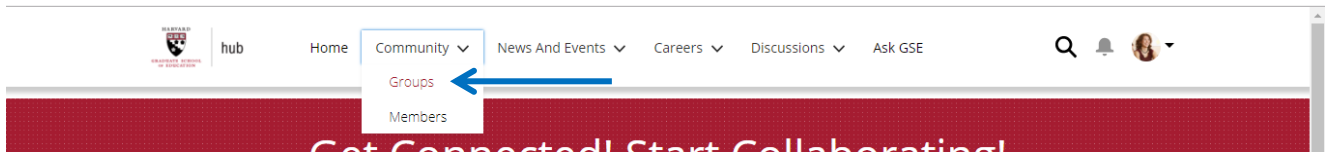
To contact a community member, you may send them a direct message by clicking the “Message” button on their profile. You can also follow them by selecting the “Follow” button.

To view messages that members send you, select “My Messages” from your profile icon drop down list.

Groups

Another way to find students and employers is by joining groups that have been formed on the Hub. There will be groups geared toward specific industry sectors as well as other groups that members form to address common interests. Public groups are accessible by everyone; private groups are by invitation only. Within

most groups, you can post discussion items, documents, questions, or even simple surveys. Groups also serve as an effective way to share links to external sites and resources.



News & Events

From the News & Events tab in your navigation bar, you can view any events posted in the Hub. You can also view any HGSE community news and tips articles in the News section.

