



# MIT WORK-LIFE CENTER

Intern and Work-Life Representative  
Anna McDonald-Martin

# What is the Work-Life Center?

## Human Resources

Lactation rooms

Childcare centers (TCC)

MyLife Services (MIT's EAP)

Bright Horizons (Torchlight and College Coach)

Care.com (backup care for children and adults)

Partnerships with Benefits, Retirement Team, and More!

# My Major Projects This Summer

## Seminar Preparation

Fall Series (September – November)

Scheduling/Booking Event Spaces

Presenter Coordination

Parking Passes

Proofreading

## Inquiries and Rep Coverage

Questions from the community

Referrals to campus resources

Interviewing Rep candidates

Scheduling meetings

Resume review

# Results and Next Steps

## What Was Accomplished

Hired two new team members

Completed all seminar booking

Prepped all gifts and parking

Created intern and rep guides

Answered inquiries

## Moving Forward

Hire an intern for the school year

Host seminars and speakers

Draft Spring 2020 seminar schedule

Publicize new resources

Maintain new seminar systems



THANK YOU FOR  
HAVING ME