Harvard University New Employee Orientation

**Date:** Most Mondays  
**Time:** 9 a.m. – 12:30  
**124 Mt. Auburn Street, 3rd Floor**  
**Cambridge, MA**

**Program Description**  
Harvard University’s New Employee Orientation introduces the structure and culture of Harvard University along with the challenges and opportunities of being a new Harvard employee, while giving new staff a chance to meet each other.

At this program, employees learn about the benefits, services and perks that Harvard offers and have plenty of opportunities to ask questions. At most sessions, a representative from Harvard’s largest union (the Harvard Union of Clerical and Technical Workers) will offer a brief overview as well.

**Getting There**  
The M2 Shuttle is one of the main transportation routes between the Longwood Medical Area and Harvard Square.

A map showing the location of 124 Mt. Auburn as well as the Cambridge pick up and drop off points for the M2 shuttle is given below. If you choose to take public transportation, the location of the Harvard Square stop on the red line is given. Many other buses also serve the Harvard Square Area.

![Map of Harvard Square Area with M2 Shuttle pickup and drop off points]

**Walking Directions**  
From Harvard Square, walk down John F. Kennedy St. and turn right onto Mt. Auburn St. The University Place building is on the left side of the street located directly across from the Harvard Square Post Office. After you enter the University Place building, take the elevators to the third floor where CWD's classrooms and offices are located.

**Parking**  
If you cannot take the shuttle or public transportation and must drive, parking is available under 124 Mount Auburn Street in the University Place garage, but please note that this is not a Harvard University parking garage, so fees will apply. Call 617-491-0801 to check current rates. Parking is also available for a fee across the street from 124 Mount Auburn Street at the Charles Hotel garage.