2021–2022 Woodbridge Fellowship
Office of the Secretary and Vice President for University Life

Overview
The Office of the Secretary and Vice President for University Life (OSVPUL) seeks a fellow to support its student life and Belonging at Yale activities, and to assist in the office’s day-to-day administration.

The fellow will report to the Strategic Advisor for University Life. The fellow will engage regularly with the Secretary and Vice President for University Life, and will work in close collaboration with the Strategic Advisor and the office’s Project Manager in shaping and enacting OSVPUL’s student life and Belonging at Yale activities. In addition, the fellow will assist in OSVPUL’s administration and the coordination of university ceremonies and events, and undertake special projects.

The position affords an opportunity to observe the whole university and participate in a central nexus of its administration. Applicants should have strong interests in policies and practices surrounding student life activities across the university and the university’s work on diversity, equity, and inclusion.

Qualifications
• Excellent written and verbal skills
• Strong interpersonal skills, including the ability to work well with multiple constituencies: a range of staff members, faculty members, alumni, and students
• Organizational competency, particularly event management
• Flexibility, adaptability, and good humor in rapidly changing circumstances; confidence yet humility about own expertise; a propensity to “pitch in” to get a job done; sensitivity to a fellow’s role vis-à-vis a university leader’s, a faculty member’s, a senior staff member’s
• Abilities to interact professionally with distinguished guests and high-level university leaders
• Imagination and creativity
• Discretion and ability to maintain confidentiality
• Good knowledge of university life

Further Details
• Working in “student life” does not mean that the fellow will work regularly with students. The fellow will help OSVPUL plan and execute events for students and support student life professionals across the university.
• OSVPUL must sometimes respond immediately to breaking information, and the fellow should be prepared to work at a rapid pace and adapt quickly to changing circumstances.
• A fellow’s attendance may be needed at certain meetings, events, and activities which occur outside standard business hours.
Work Plan
The following are suggestive of some of the fellow’s regular work activities:

Student Life
- In close collaboration with the Strategic Advisor and the Project Manager, imagines opportunities and events for students and staff who work with students
- Briefs the Secretary and Vice President for University Life on student thinking on current issues and provides editorial comment to the Secretary and Vice President for Student Life in a daily media briefing
- Supports OSVPUL’s presence on Yale Connect, the online campus engagement system (managing student organizations’ requests, creating content)
- Supports Yale Well, which brings together resources for student wellness
  - Runs the student wellness grants program (managing publicity, applications, review process, support of grant awardees)
  - Organizes and staffs meetings (booking venues and catering, preparing agenda, taking minutes, etc.)
  - Organizes large-scale events (e.g., talks by distinguished visitors)
- Supports the Advisory Committee on Student Life, which gathers student life staff from across the university
  - Organizing and staffing meetings (booking venues and catering, preparing agenda, taking minutes, etc.)
  - Helping the Strategic Advisor imagine agenda items and the overall shape of the committee’s work
- Supports student voting initiatives
- Undertakes research or specific projects on student life

Belonging at Yale
- Supports the Student Advisory Group on Diversity, Equity, and Inclusion
  - Organizing and staffing meetings (booking venues and catering, preparing agenda, etc.)
- Supports all aspects of the grants for diversity, equity, inclusion, and belonging program
- Supports upkeep and development of belong.yale.edu
- Supports meetings of the Deans’ Designees

General Administration
- Creates detailed meeting notes of meetings chaired by the Secretary and Vice President for University Life
- Supports the Secretary and Vice President for University Life (e.g., accompanying to events, taking photographs, etc.)
- Provides back-up support for the administration of the Office of the Secretary and Vice President for University Life (reception work)
- Provides logistical support for the Woodbridge Fellowship

University Events
- Organizes the logistics for the Terry Lectures, a major university lecture series
- Organizes university teas (booking venues and catering, managing student attendance)