2020–2021 Woodbridge Fellowship
Good Life Center

Overview
The Good Life Center seeks a fellow to run the day-to-day administration of the Good Life Center sites.

The fellow will report to Professor Laurie Santos, founder of the center, and to Andrew Forsyth, coordinator of the Woodbridge Fellowship.

Good Life Center
The Good Life Center cultivates wellness by:
• Prioritizing students’ physical and mental health in all its operations;
• Offering a space for wellness-related student meet-ups, student-run wellness study breaks, and peer-to-peer support;
• Putting into practice scientific insights about happiness;
• Providing free well-being programming, including physical and mental health education;
• Teaching and coaching healthy habits, coping mechanisms, resilience training, mindfulness-based stress reduction, and cognitive behavioral therapy;
• Working with a student advisory board to support the evolution of our spaces and programming.

Woodbridge Fellowship
Established in 2005 by President Richard C. Levin, the Woodbridge Fellowship introduces recent Yale College graduates to the work and administration of Yale. The fellowship provides valuable professional experience for potential careers in higher education and non-profit organizations, particularly for recent graduates belonging to minority communities currently underrepresented in university administration.

Fellowships are full-time paid positions in the offices of university leaders, who take active interest in fellows’ professional development. Fellows directly report to senior members of their offices and work with a variety of university staff, at all levels. Fellows most often combine day-to-day duties with responsibilities for specific projects that utilize their research abilities and other higher-level skills. Organizational and writing skills are particularly valuable, as is the ability to work well with multiple constituencies: staff of all kinds (clerical, technical, service, maintenance, managerial, and professional), faculty, alumni, and students.

Fellows meet regularly together, including for lunchtime conversation with the president, provost, secretary, and other university leaders. These conversations about roles and responsibilities, and the career paths that led people into academic administration, give fellows a broad understanding of many facets of working in higher education.

Representative Duties
• Oversees and coordinates administrative, program, and office activities:
  o Supervises wellness spaces and equipment in the all GLC sites (Schwarzman Center and in Silliman College);
  o Manages bookings of GLC spaces;
  o Coordinates with student workers, teachers, coaches, and campus partners to schedule activities at the GLC;
• Determines administrative, facility, and equipment needs for center activities.
• Serves as a principal source of information to students and others about the work of the Good Life Center:
  o Responds to inquiries by students and others by email or in person;
  o Produces the Good Life Center newsletter, updates the GLC webpage, and curates its social media presence;
• Cultivates partnerships; maintains good knowledge of other student-focused programming; with colleagues, develops some GLC programming activities, curates occasional student wellness events, conferences, and activities.
• Manages the GLC budget, working with the student affairs budgeting office to ensure fiscal compliance
• Processes all expense transactions for the GLC, including payments to external vendors
• Writes, reviews and approves all scheduling of student workers
• Works to increase year over year usage of the space through partnership, programing, and innovation.
• Serves as a Good Life Center collaborator with Yale Well through participation in the Yale Well Committee.
• Otherwise assists Professor Laurie Santosthe current Good Life Center director, as needed, in all aspects of the running of the Good Life Center.
• Participates in Woodbridge Fellowship activities; provides occasional time and support for university-wide events and programs.

Skills, Abilities, Interests
• Interest in wellness and student activities.
• Recommended background in the science of well-being coursework
• Strong organizational and logistical skills.
• Strong interpersonal skills, including the ability to interact well with students, staff, and others.
• General IT competency; ability to learn relevant scheduling programs and other IT tools; ability to create newsletter and social media posts; design and website skills are desirable.
• Ability to juggle multiple tasks and determine priorities.
• Self-directed, able to take initiative, problem solve, with judgment as to when to involve others.
• Capable of some physical effort or dexterity to move equipment.
• Good knowledge of university life.