Woodbridge Fellow – Communications and Research
Office of International Affairs
Job Description

Woodbridge Fellows in the Office of International Affairs work on a variety of projects that support Yale’s internationalization efforts. A primary objective of the Fellowship is to provide the Fellows with a broad overview of Yale University, its mission and different units, as well as different services and processes of the university. Fellows will also gain an appreciation for the importance and range of relationships Yale has around the world through direct participation in planning efforts, hosting visitors, and communicating with partners. Fellows will complete the year having a strong understanding of the operation of OIA, the role of university leaders, and the complexity of the institution, as well as the satisfaction of completing projects on which they have the primary responsibility.

The Woodbridge Fellow for Communications and Research will report to OIA’s director for communications and work with Vice President for Global Strategy Pericles Lewis. The Woodbridge Fellow will not have a specific geographic focus, rather this Fellow’s work will cover the entire globe.

Responsibilities include:
- Writing material and creating content for the Yale and the World website, social media accounts, email newsletters, and printed publications
- Assisting with leadership programs and other high-level meetings such as the President’s Council for International Activities
- Managing Yale’s participation in projects such as #GlobalYale (post-pandemic international programming), the Global Consortium for the Preservation of Cultural Heritage, etc.
- Developing agendas and hosting visiting individuals and delegations
- Conducting research and creating reports as needed by the vice president, executive director, and regional directors. This may include materials to prepare for speeches, travel, hosting visitors, announcements, and other uses.
- Drafting correspondence
- Creating and updating detailed profiles on Yale activity in specific countries
- Planning and running events on and off campus
- Filming and editing videos
- Administrative tasks including occasional front desk coverage

Skills and Abilities:
- Adept at multitasking and paying attention to detail
- Exhibit a willingness to work on a variety of high-level projects to mundane office tasks
- Have well-developed interpersonal skills (specifically for hosting a variety of delegations)
- Have experience with website development/maintenance (Drupal-preferred) and/or graphic design skills and/or producing videos
- Have experience with Google Earth and Spreadsheet Mapping tools for website integration, or interest in mastering these or similar map-based content development tools
- Have fluency in at least one other language besides English (Chinese and/or Spanish and/or Portuguese preferred)

Additional Notes:
- Some after work and weekend hours required.
- Fellows will have regular meetings with Vice President Pericles Lewis, Associate Vice President Donald Filer, and others.