Overview
The Office of the Secretary and Vice President for University Life (OSVPUL) seeks a fellow to support its broad range of activities, including communications and events, student life, and Belonging at Yale, 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 Director of Communications & University Events, Strategic Advisor, and Project Manager in shaping and enacting OSVPUL’s communications and events, student life, and Belonging at Yale activities. In addition, the fellow will assist in OSVPUL’s administration, 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 the practice of communication to a complex audience, policies and practices about student life, 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
- Support for “student life” does not mean that the fellow will work on a daily basis with students. The fellow will help OSVPUL plan and execute events for students, support student life professionals across the university, and will engage students in the administration of grants
- 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:

Communications & Events
- Drafts content for websites, correspondence, speeches
- Supports the production of university events (Commencement, Veterans Day, etc.)
- Supports data collection, focus groups, and other marketing and communication research
- Production manager or assistant for Belonging at Yale events and programs
- Assists with implementation of Belonging at Yale engagement strategy / marketing and communications activity
- Organizes the logistics for the Terry Lectures, a major university lecture series
- Organizes university teas (booking venues and catering, managing student attendance)

Student Life
- In close collaboration with other staff, 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 (manages student organizations’ requests, creates 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 student voting initiatives (for the Associate Vice President for Student Life / Yale College Dean of Student Engagement)
- Undertakes research or specific projects on student life

Belonging at Yale (in addition to activities listed above)
- Supports current projects, e.g., the administration and presentation of five-year action plans produced by schools and administrative divisions
- Supports all aspects of the grants for diversity, equity, inclusion, and belonging program
- Supports upkeep and development of belong.yale.edu
- Supports meetings run by the Associate Vice President for Institutional Equity, Accessibility, and Belonging

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., accompanies to events, takes 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