

The Woodbridge Fellow in the Office of International Affairs (OIA) works on a variety of projects that support Yale and the World (YATW) efforts. A primary objective of the Fellowship is to provide Fellows with a broad overview of Yale University, its mission, different units, and the university's services and processes. The OIA Fellow 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. The OIA Fellow will complete the year with 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 for which they have primary responsibility.

The 2025-26 Fellow will report to and work on projects at the direction of both OIA's Director of Communications and Content Strategy, Sheila McCreven, and Director for Africa and the Middle East, Janette Yarwood. The Fellow will also work on projects for the Director of OIA, Brendan Walsh, and the OIA Area Directors as assigned by Sheila and Janette. The Fellow's work will cover communications and planning assistance on global engagement efforts across all regions, with a particular focus on Yale's engagement with Africa, including supporting high-level visits abroad as well as visits by VIPs to Yale.

Responsibilities include:

- Creating content and writing material for the YATW website, all OIA newsletters, OIA and Africa social media accounts, and printed publications
- Website production, posting content on the YATW website (WordPress CMS)
- Newsletter production and distribution, including maintaining distribution lists
- Planning content and managing distribution on social media accounts, including use of OIA's creative tools (Canva and Adobe Creative Suite), following OIA's YATW Style Guide and OPAC guidance
- Shooting photographs and filming and production of videos, uploading to Canto (OIA's Digital Asset Management tool), posting to YouTube, and embedding on the YATW website and linking on social media accounts
- Drafting, updating, and following Standard Operating Procedure (SOP) documents as needed
- Supporting follow-up for past trips and preparations for upcoming trips to Africa and other regions
- Interacting with student groups that have interests related to Africa and other regions
- Planning and running events on and off campus as assigned, including use of OIA's EventBrite account (online event management platform)
- Developing agendas and hosting visiting individuals and delegations
- Assisting with leadership programs and other high-level meetings, such as the President's Council on International Activities and the Global Advisory Council

- Conducting research and creating reports as needed, including 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
- Updating the Global Engagement Map spreadsheet and the WordPress Mapbox interface on the YATW website
- Administrative tasks, including occasional coverage of administrative assistant tasks, as assigned

Skills and Abilities:

- Adept at multitasking and paying close attention to detail
- Exhibit a willingness to work on a variety of projects, from high-level assignments to routine office tasks
- Have well-developed interpersonal skills, particularly for hosting a variety of delegations
- Have experience with website development/maintenance (WordPress preferred) and/or graphic design skills and/or photography and video production skills
- Have experience living or traveling extensively in Africa (preferred) or other regions
- Have fluency in at least one other language besides English (preferred), particularly Chinese, Spanish, Portuguese, or French

Additional Notes:

- Some after-work and weekend hours required
- Fellows will have regular meetings with the Director of the Office of International Affairs and other key team members, as coordinated by Sheila and Janette