

Woodbridge Fellow, Yale University Chaplain's Office

Overview: The Woodbridge Fellow serves as an integral and full member of the Chaplain's Office staff, by supporting existing interfaith and service programs as well as managing new initiatives for the Office. The Fellow is our primary resource for social media creation and updating via website, Facebook, Instagram and e-newsletters.

Specific Duties: Our Woodbridge Fellow will continue to spearhead the Chaplaincy Fellows Program. This peer-to-peer support program empowers select Juniors in their residential college to program events for their college Sophomores (a markedly underserved population) focused on reflection and student wellbeing. Each residential college team organizes two events per semester, and the Woodbridge Fellow helps manage and coordinate the logistics for these events. A key component of this program is a week-long spring break training service trip to Washington, D.C. organized by the Associate University Chaplain and the Woodbridge Fellow.

The Fellow will work closely with the University Chaplain, the Associate Chaplain and other Chaplaincy staff in coordinating logistics for large-scale gatherings.

As a member of the Chaplain's Office team, the Woodbridge Fellow also assists in special projects that define the core values of our Chaplaincy. We seek Woodbridge Fellows who are committed to our values of hospitality, interfaith engagement, and warm interactions with students and the community.

Our Fellows have a unique experience planning events geared towards student wellbeing and leave with translatable skill sets in organizational administration, teamwork, and the art of communicating with religiously and culturally diverse populations.

This position includes some evening duties, assistance with the logistical coordination of Global Grounds (shopping for supplies) and a thirst for creative approaches to the work.

Work Plan

- Weekly meetings with Associate University Chaplain
- Weekly staff meetings
- Monthly YRM (Yale Religious Ministries) meetings
- Media and publicity management and creation
 - o Flyers
 - o Weekly telegram
 - o Website
 - o Facebook
 - o Instagram
- Participate in weekly IFFY (Interfaith Forum at Yale) meetings
- Help with the planning and recruitment for Fall Break retreat
- Assisting in organizing Chaplaincy Fellowship program
 - o Recruitment
 - o Trip organizing
 - o Supply procurement
- Assist in recruitment for Spring Break New Haven
- Shopping for Global Grounds
- Provide logistical assistance for large events
- Assist in staffing regular study breaks
- Work with 10 other staff to facilitate their projects/community work
- Being a connection to communities of students not regularly touched by our office programming

Faculty of Arts and Sciences Dean's Office

Reporting directly to the FAS Dean and the FAS Dean's Chief of Staff, the FAS Dean's Office (FASDO) Woodbridge Fellow will support projects relating to communications and will assist in a number of other office activities, selected on the basis of the Fellow's skills and interests. Within the FAS Dean's Office, the Woodbridge Fellow works closely with the Chief of Staff, to manage communications, working to share the accomplishments of the FAS faculty with a broad audience. The fellow will collaborate on these projects and others that relate to the work of the FAS Dean. The fellow should be prepared to work at a rapid pace and adapt quickly to changing conditions. He or she is expected to observe a very high level of confidentiality and maintain a professional demeanor at all times. Responsibilities will include but are not limited to:

• Communications

The fellow will be responsible for developing a communications strategy to raise the overall profile and impact of the FAS within and beyond the University, focusing on faculty excellence as the core principle. The fellow will be responsible for designing and maintaining the content of the FASDO's website as well as gathering, monitoring, and updating website analytics. The fellow will be responsible for the office's social media strategy. With direction from the FAS Dean's Chief of Staff, the fellow will be charged with creating and maintaining a communications content library for the FASDO. The fellow may prepare talking points for speeches for the FAS Dean and briefing memorandums prior to meetings, conferences, or events. The fellow may assist with drafting and editing office correspondence and university communications, writing articles about significant research and pedagogical work being done by members of the Faculty of Arts and Sciences. On occasion, the fellow will be responsible for creating briefing documents for high-profile campus guests and speakers. The FASDO's fellow assists with special alumni projects that relies on their understanding of Yale College, their unique background as a former student and current alumnus.

Mentoring and professional guidance is provided by a broad team of senior administrators including the Dean of the FAS, the Divisional Deans, the Associate Deans, and our part-time Senior Communications officer. The FASDO's communication's team works closely with the Office of Public Affairs and Communications (OPAC) and our Fellow serves as an office representative at monthly and weekly OPAC meetings and has access to media training as part of their professional development.

• Administrative Support

The fellow will provide assistance to facilitate the efficiency of the office, which includes handling phone calls, fielding inquiries, scheduling, and preparing meeting materials. The fellow may assist in the coordination of meetings. Throughout the year, the fellow will be given special projects that support the goals and priorities of the FAS Dean's Office.

• Diversity and Campus Climate Initiatives

As a graduate of Yale College, the fellow's experience will be a vital asset in tracking the pulse of campus climate and opinion. The fellow will liaise with student and faculty leadership and the Yale Daily News and will annotate and archive any proposals submitted by the leadership. The fellow will also contribute to the work product and research related to the initiatives of the newly appointed FAS Dean for Diversity and Faculty Development (FAS DDD).

- **Meeting the University’s Core Missions and Critical Ambitions**

The Fellow will work closely with the Dean of the FAS to develop a communication’s plan that aims to share more broadly Yale’s intellectual assets with the world. This is done through strategies that focus on the broad sharing of the unique and important work of the FAS faculty within and beyond the walls of Yale. This is done through the development of stories created by the FASDO that spotlight faculty work and connect the public to their research. A quarterly newsletter has been developed as a vehicle that showcases these stories to a wide audience. The FAS Woodbridge Fellow is at the center of the development and execution of these communications strategies.

Qualifications

- Excellent written, verbal and analytic communication skills
- Ability to operate independently and with discretion related to confidential matters
- Flexibility and adaptability to handle rapidly changing circumstances
- Demonstrated interest in faculty affairs issues pertaining to undergraduate and graduate level education
- Strong interpersonal skills and proven abilities to interact professionally with distinguished guests and high-level leadership; and make connections at every level across the University
- Drupal or other CMS experience
- Design and marketing experience using Adobe Suite a plus

OFFICE OF THE GENERAL COUNSEL

**STARS Requisition
number****Supervisory
Organization** Office of the Senior Vice President and General Counsel**University Job
Title** Woodbridge Fellow**Posting Position
Title** Woodbridge Fellow - General Counsel**Bargaining Unit** None - Not included in the union (Yale Union Group)**Time Type** Full time**Duration Type** Fixed**If Fixed Duration,
Period** 1 year from date of hire**If Fixed Duration,
is continuation
possible?** no**Other Fixed
Duration Date****Compensation
Grade** Academic Administration**Compensation
Grade Profile** Woodbridge Fellow (00)**Work Location** Central Campus**Worksite Address** 2 Whitney Avenue New Haven, CT 06510**Total # of hours
to be worked:** 37.5**Position Focus:** The Office of the Senior Vice President and General Counsel provides legal counsel, representation, and oversight on a wide range of legal and policy matters affecting Yale University and includes the Offices of Federal Relations and Enterprise Risk Management. The Office of Federal Relations

monitors federal and state legislative developments and advocates for policies that further the university’s mission and that benefit higher education in general. The Office of Enterprise Risk Management coordinates the university’s enterprise risk management and its insurance programs.

The Fellow will work closely with attorneys and other professional staff in the Office of the General Counsel and will be supervised and mentored by Yale’s Associate Vice President for Federal and State Relations. The work assignment will involve a wide range of substantive legal and policy matters affecting the university. Principal responsibilities may include: researching and drafting memoranda, talking points, and press releases; organizing and participating in meetings with university officials, and preparing written summaries of discussions; and attending and reporting on legislative meetings in New Haven, Hartford, and Washington, D.C.

- Essential Duties**
1. Independently undertake various confidential projects and documents and prepare briefs or reports on the findings.
 2. Write and work with both confidential and non-confidential material.
 3. Conduct research and analyze findings as needed.
 4. Provide project support to office professional staff and actively develop appropriate external contacts and networks.
 5. Develop internal and external communication materials.
 6. Perform other duties as assigned.

Required Education and Experience Bachelor's Degree.

Required Skill/Ability 1: Strong written and oral communication skills.

Required Skill/Ability 2: Excellent attention to detail and organizational skills.

Preferred Education, Experience and Skills: Recent Yale graduate; self-starter and entrepreneurial; working knowledge of university administration, structure, and organizations; valid Connecticut driver’s license preferred.

Physical Requirements Physical Requirements:

Drug Screen No

Health Screening No

Background Check Requirements All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Click [here](#) for additional information on the background check requirements and process.

Posting Disclaimer The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

Affirmative Action Statement: Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.

Office of International Affairs**Woodbridge Fellow - Africa**

Woodbridge Fellows in the Office of International Affairs (OIA) 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 Africa will report to and work closely with OIA's director for Africa, Eddie Mandhry, on projects that support the Yale Africa Initiative. In 2018-2019, a major focus will include following up on the products of President Salovey's March 2018 trip to Africa and playing a central role in preparing for Pericles Lewis' trip in spring 2019 that will further build Yale's profile and connections.

Responsibilities include:

- Supporting follow up on President Salovey's trip and preparations for Vice President for Global Strategy and Deputy Provost for International Affairs Pericles Lewis' upcoming trip(s)
- Interacting with student groups that have interests related to Africa
- Planning and running events on and off campus, including the annual Africa Salon
- Developing agendas and hosting visiting individuals and delegations
- Conducting research and creating reports as needed by the executive director and regional directors
- Assisting with leadership programs, such as the Senior African Women's Leadership Program, and other high-level meetings, such as the President's Council for International Activities
- Writing material for websites, social media, and printed publications
- Creating and updating detailed profiles on Yale activity in specific countries
- 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 (preferred)
- Have experience living or traveling extensively in Africa

Additional Notes:

- Some after work and weekend hours required
- Fellows will have regular meetings with Vice President Pericles Lewis, Executive Director Donald Filer, and others.

Office of International Affairs**Woodbridge Fellow – Communications and Research****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 executive director and work closely with both OIA's director for communications and with Vice President for Global Strategy and Deputy Provost for International Affairs Pericles Lewis. The Woodbridge Fellow will not have a specific geographic focus, rather this Fellow's work will cover the entire globe.

Responsibilities include:

- Managing Yale's participation in the Global Consortium for the Preservation of Cultural Heritage (GCPCH)
- Writing material for and managing distribution on the Yale and the World website, social media accounts, and printed publications
- Assisting with leadership programs and other high-level meetings such as the President's Council for International Activities
- 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 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, Executive Director Donald Filer, and others.

Office of Public Affairs and Communications**Job Description: Woodbridge Fellow**

A Woodbridge Fellow at OPAC will work under Tina Babarovic, the Director of the Audio/Visual Content team, to support the office's mission of creating high-quality video content to promote the University's activities in research, faculty, and student life. These videos range from documentary-style pieces on specific Yale projects (e.g. the [use of virtual reality in classrooms](#)), which can take several weeks to a month to produce, to highlights of campus events (e.g. [climate change conference](#) hosted by John Kerry), which are produced in a few hours. The Fellow will have creative independence — subject to office approval — both in pitching video ideas and editing projects. Skills in the technical aspects of video production (lighting, audio, camera, etc.) can be learned in the office and are not required, but a passion for visual communication is a must. The Fellow will follow the standard Yale 37.5-hour work week, but hours may be distributed outside of normal 9-5 work hours to accommodate shooting of news and events at Yale. Interested applicants can visit [the YaleCampus YouTube](#) page to see samples of OPAC's video productions.

As a recent student, the Fellow will provide an invaluable perspective for the ways in which Yale pursues its missions of innovation, teaching, and leadership. Using that knowledge, The Fellow will have flexibility in pitching and producing their own video productions, with the ultimate goal of communicating that perspective to members of the Yale Community and beyond. The Fellow will be guided by Tina and other administrators, including Vice President Eileen O'Connor. Additionally, they will learn advanced skills in all aspects of video production via regular OPAC project assignments, as well as the opportunity to write stories to either accompany videos or stand alone.

Office of Public Affairs and Communications

Job Description: Woodbridge Fellow

A Woodbridge Fellow at OPAC will help with the organization of and communications surrounding Yale’s celebration of 50 years of women at Yale College, scheduled for 2019 and the 150 year anniversary of women at Yale (the first came to the Art School 150 years ago). This will involve working with various alumni committees to organize the celebrations, which include invited speakers and workshops; assisting with the creation of websites and social media surrounding planned events; helping with the videotaping of oral histories of women at Yale and the organization of those digital archives into a website or social media posts, and other duties related to publicizing the celebrations, which will span all schools and begin this summer through to November 2019. Additional duties will entail working with the Women’s Faculty Forum to assist in the development of research, symposia, and workshops related to gender equity, especially after recent heightened awareness. The Office of Public Affairs and Communications will also require the fellow to write stories and social media posts, and help with the production of videos related to these projects for use on university websites, social media sites, and the community YouTube channel.

The Fellow will be guided by Bliss Massaro—Chief of Staff—and other administrators, including Vice President Eileen O’Connor.

Yale | Office of the Secretary & Vice President for Student Life

Overview

The Office of the Secretary and Vice President for Student Life (OSVPSL) seeks a fellow to support its student life activities and assist in the office’s day-to-day administration. The fellow will report to the Assistant Secretary for Student Life, and will regularly meet with the Secretary and Vice President for Student Life. The fellow will be a close collaborator with the Assistant Secretary for Student Life in shaping OSVPSL’s student life work. In addition, the fellow will assist in OSVPSL’s other core tasks: supporting the university’s governing boards and coordinating university ceremonies and events.

The position affords an opportunity to observe the whole university and participate in a central nexus of its administration. The fellow should have a strong interest in policies and practices surrounding student life activities across the university.

Qualifications

- Excellent written and verbal skills
- Strong interpersonal skills, including the ability to work well with multiple constituencies: staff of all kinds (clerical, technical, service, maintenance, managerial, and professional), faculty, alumni, and students
- Organizational competency, particularly event management
- Flexibility, adaptability, and good humor in rapidly changing circumstances
- Abilities to interact professionally with distinguished guests and high-level leaders
- Imagination and creativity
- Good knowledge of campus life

Further Details

- Working in “student life” does not mean that the fellow will spend a large percentage of worktime with students. The fellow will help OSVPSL plan and execute events for students and support student life professionals across the university.
- OSVPSL 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
- The fellow’s attendance may be needed at certain meetings of the governing boards, university events, and activities with students which occur outside standard business hours

Work Plan

The following are suggestive of some of the fellow’s regular work activities:

Student Life

- Briefs the Secretary and Vice President for Student 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
- In close collaboration with the Assistant Secretary, imagines opportunities and events for students and staff who work with students
- Supports OSVPSL’s presence on *Yale Connect*, the online campus engagement system
- Supports *Yale Well*, which brings together resources for student wellness
 - Organizing and staffing meetings (booking venues and catering, preparing agenda, etc.)
 - Organizing 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, etc.)
 - Helping the Assistant Secretary imagine agenda items and the overall shape of the committee’s work
- Support of the Student Advisory Committee for the Secretary and Vice President for Student Life
 - Organizing and staffing meetings (booking venues and catering, preparing agenda, etc.)
 - Helping the Assistant Secretary imagine agenda items and the shape of the committee’s work
- Undertaking research or specific projects on student life

General Administration

- Generally supporting the work of the Secretary and Vice President for Student Life
- Logistical support for the Woodbridge Fellowship

University Events

- Staffing events (Commencement, MA Privatim ceremony, Veterans Day, etc.)
- Organize the logistics for the Terry Lectures, a major university lecture series
- Organize university teas (booking venues and catering, managing student attendance)

Governance

- Staffing events (meetings of the Corporation and University Council)
- Undertaking research or specific projects on governance issues

Office of Sustainability

2018-2019 Sustainability Fellow

The Yale Office of Sustainability strives to advance sustainability within the Yale community by acting as a catalyst for information exchange and facilitating capacity building, innovation, streamlined operations, and preparation of tomorrow's sustainability leaders.

The office is seeking a full-time fellow to join our team of passionate sustainability experts in the implementation of the recently launched [Yale Sustainability Plan 2025](#). This is an exciting time to assist with the development of innovative new programming to support the plan. This fellowship is designed to provide a recent graduate with an opportunity to deepen their knowledge of how Yale University functions administratively and operationally, while broadening communications and project management skills as well as expertise in the sustainability field. The Fellow will work closely with the six-person sustainability team, and will partner and interact with faculty, staff and students across the university while working on assigned projects. The Fellow will be mentored by the Senior Manager in the office and other senior leaders based on interests.

Candidates should possess strong written and verbal communication skills, as well as project planning and management proficiency. Event planning experience a plus. Responsibilities will include but are not limited to:

Student and Project Management

The Woodbridge Fellow will oversee several programs and events throughout the year to help build a robust and diverse sustainability community across Yale, while enhancing the university's operational efforts.

Sustainability Service Corps & Yale College Outreach: Oversee Yale's Sustainability Service Corps (8-10 students trained and responsible for energy surveys, waste audits and infrastructure surveys in Yale College buildings) to promote sustainability programming across Yale College

Celebrate Sustainability: Coordinate and organize a week-long series of events in October to raise awareness of sustainability initiatives across campus

Diversity & Inclusion: Support the creation and launch of an initiative to promote dialogue about sustainability, inclusion and justice on campus and in New Haven

Spring Salvage: Manage Yale's end of the year move-out program, and oversee planning, student hiring and management, event coordination, and reporting (March-June)

Earth Day Breakfast: Coordinate the annual State of Sustainability Award ceremony in April

Communications

The Woodbridge Fellow will help implement and enhance the Yale Sustainability Communication Strategy through the following initiatives:

- Write weekly news stories
- Develop and disseminate monthly campaigns
- Manage and expand social media presence

Required Qualifications

- Superior writing, communication and interpersonal skills.
- Experience managing social media platforms and campaigns.
- Strong time management skills and proven ability to work as part of a team as well as independently. Exceptional administrative, planning, organizational and project management skills.
- Proven ability to organize and prioritize multiple projects.
- Demonstrated ability to work with a diverse constituency, including staff, students, faculty, and other community members.
- Understanding of campus sustainability initiatives helpful but not required.

2018-2019 Sustainability Fellow

The Yale Office of Sustainability strives to advance sustainability within the Yale community by acting as a catalyst for information exchange and facilitating capacity building, innovation, streamlined operations, and preparation of tomorrow's sustainability leaders.

The office is seeking a full-time fellow to join our team in the implementation of the [Yale Sustainability Plan 2025](#). This fellowship is designed to provide a recent graduate with an opportunity to deepen their knowledge of how sustainability is integrated into the culture of the university, as well as its academic offerings. This fellowship will offer the right candidate the opportunity to learn about sustainability planning, stakeholder engagement, urban sustainability opportunities and challenges, and transportation systems. The Fellow will work closely with the staff members of the Office of Sustainability as well as faculty, staff and students across the university. Responsibilities will include but are not limited to:

Yale College Sustainability Planning (40% time)

The Office of Sustainability has a robust program for developing sustainability action plans that are tailored to specific departments and schools. In the 2018-2019 academic year, the office will lead a process to develop similarly customized plans for each of the 14 colleges. This will involve collecting data and setting baselines, hosting stakeholder engagement sessions, collaborating with staff liaisons (e.g. Dining, Grounds, Energy...), hosting events, developing outreach materials, and drafting the 14 documents to guide future efforts in the colleges.

Transportation events and outreach support (40% time)

Yale putting a concerted effort into enhancing its campus for those who enjoy biking and walking. The Fellow will support this work by coordinating the work of a bike-walk committee of staff, faculty, and students, assisting with the development of a strategic plan to set goals for initiatives related to biking and walking, and developing and enhancing a robust set of communications and outreach materials about sustainable transportation. This work will also include responsibility for supporting and promoting Yale's new bike share program.

Guide to Living Green (20% time)

Yale is an anchor institution in New Haven. People from around the world come to campus to study and work, and many of them choose to live in the areas directly adjacent to campus. Because of the high turn-over in this population, the office has identified the opportunity to develop a "guide to living green" for the area. This online publication will include, but is not necessarily limited to, transportation, food, waste management, and energy management. There will also be an opportunity to highlight the resources offered by area businesses and ways to connect with others who are interested in sustainability.

Required Qualifications

- Superior writing, communication and interpersonal skills.
- Experience managing social media platforms and campaigns.
- Strong time management skills and proven ability to work as part of a team as well as independently. Exceptional administrative, planning, organizational and project management skills.
- Proven ability to organize and prioritize multiple projects.
- Demonstrated ability to work with a diverse constituency, including staff, students, faculty, and other community members.

- Event planning experience a plus.
- GIS mapping experience helpful, but not required.
- Understanding of campus sustainability initiatives helpful, but not required.

Yale College Dean's Office and Yale Center for Teaching & Learning

Woodbridge Fellow

The *Yale College Dean's Office (YCDO)* and the *Center for Teaching and Learning (CTL)* seek a Woodbridge Fellow to join them as a program development and outreach fellow. This person will assist the CTL's and YCDO's efforts to support students' holistic academic transition to college, with a special emphasis on assisting first-generation/low-income students (FGLI). The Fellow will work closely with the Academic Strategies Director in the CTL and the Senior Associate Dean in Yale College, Associate Vice President of Student Life, to help meet the academic and social needs of our FGLI students.

The mission of Yale College is to seek exceptionally promising students of all backgrounds from across the nation and around the world and to educate them, through mental discipline and social experience, to develop their intellectual, moral, civic, and creative capacities to the fullest. The YCDO is committed to the success of a diverse student body, and promotes opportunities that enable students' deep academic and social engagement in all aspects of the College community.

The Yale Center for Teaching and Learning promotes inclusive and engaged teaching throughout the University, and supports students across the curriculum as they take ownership of their learning. Through workshops and individual consultations with peer mentors, the CTL's Academic Strategies Program shares information, resources, and support so that every student can develop the critical reflection that marks deep and independent learning.

Overview of Responsibilities

- During First-Year Scholars at Yale (FSY) summer program, serve as Senior Academic Mentor/Resident Director to support FSY peer counselors in helping FGLI students acclimate to the academic expectations and opportunities at Yale.
- With support from Academic Strategies Director and YCDO leadership, develop and lead workshops, discussion groups, and other academic support activities as needed during FSY summer session.
- During academic year, conduct direct outreach and programming to FGLI undergraduate students and student groups to enhance access to undergraduate academic support programs.
- Coordinate FGLI Student Ambassador program with YCDO leadership
- During academic year, lead Academic Strategies discussion groups and workshops for FGLI students.
- Coordinate implementation of support programs for FGLI students (e.g. Winter Clothing Grant Program, YCDO Laptop Loan, Regalia Loan program)
- During academic year, help program director train and coordinate a staff of Academic Strategies peer academic mentors.
- Schedule and organize staffing for Academic Strategies workshops, 1-1 mentoring, and other events
- Draft a variety of communications to Yale College administrators, faculty, staff, and students, such as weekly newsletters and departmental website/social media.
- Research literature on academic support programs in higher education teaching, policy, and practice as needed.
- Create and execute other projects, as assigned, or as they arise.

Opportunities for Woodbridge Fellow to Receive Mentorship

- Extensive exposure to the research and best practices for student academic support as well as inclusive teaching and academic success for FGLI students.

- Direct training in organizing and structuring an academic support program
- Opportunities to independently identify areas of needed support and create programming with frequent consultation and feedback from program director.
- Guidance and feedback on professional communication (both written and spoken) from program director.

Key Skills & Characteristics

Familiarity with the educational culture of Yale College

High degree of comfort interacting with Yale College students, administrators, and faculty

High degree of organization and commitment to detail

Strong writing and communication skills

Strict attention to confidentiality

Ability to work independently

Preferred: Strong interest in teaching, learning, and higher education theories and practice with a particular emphasis on first-generation, low-income, and non-traditional undergraduate learners

Managers:

Karin Gosselink – Associate Director, Writing & Tutoring, CTL

Burgwell Howard – Senior Associate Dean in Yale College, Associate Vice President of Student Life,
YCDO