

Woodbridge International Fellow

February 6, 2024

The Whitney and Betty MacMillan Center for International and Area Studies at Yale

macmillan.yale.edu

Job Description

Centrally located on Hillhouse Avenue across the street from the President's house, the Yale MacMillan Center is a dynamic hub for international scholarship, research, and teaching that supports all schools and units at Yale University.

The primary objectives of this fellowship are to energize student engagement at the MacMillan Center and to bring greater attention to MacMillan events and activities. Given MacMillan's positioning as a central hub on campus, this fellow will gain a broad view of Yale University and have the opportunity to work across multiple departments, schools, and units to support the Center's mission. The Woodbridge fellow will also gain exposure to the Center's work diverse activities and events through its regional councils and global programs. As a member of the Center's Engagement Team, the student will contribute to the visibility of the Center and its councils and programs by developing content, bolstering the Center's online presence, and creating and executing a student engagement program. The fellow will also help amplify the programming of the Center's Global Programs – faculty-led, transnational thematic initiatives – by attending key events, writing recaps, and drafting news items about the activities, outcomes, faculty members, and visitors.

The Woodbridge International Fellow will be a dual report to the Senior Director of Engagement and the Senior Director of Global Programs. The Fellow will also work on special projects for the Deputy Director of the MacMillan Center, as well as the MacMillan Program Directors as assigned. As needs arise, they may also support grantmaking efforts from Global Programs faculty.

Responsibilities include:

- Writing recaps for MacMillan events and initiatives
- Gathering materials for newsletters and other communications outputs
- Drafting features to spotlight MacMillan faculty members
- Creating content and managing distribution on social media accounts
- Developing a student engagement strategy inclusive of MacMillan's undergraduate majors, M.A. programs, and wider community of student affiliates
- Filming and editing videos for social media
- Providing discrete support for grant applications and other fundraising efforts
- Supporting or leading on short-term research, strategic, communications, or administrative projects as assigned by MacMillan Directors
- Attending and sometimes providing logistical support for events
- Administrative tasks, including occasional front desk coverage

Skills and Abilities:

- Excellent writing skills
- Strong experience with social media
- Familiarity with Microsoft office suite and ability to learn new systems as required.
- Curiosity and enthusiasm for content development
- Ability to balance multiple competing tasks
- Strong interpersonal skills and ability to engage and build community
- Attention to detail

Additional Notes:

- Some after work and weekend hours required.