

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

February 8, 2024

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 and work on projects at the direction of OIA's Director of Communications and Constant Strategy, Sheila McCreven. The Fellow will also work on projects for the Director of OIA, as well as projects for the OIA Area Directors as assigned. The Woodbridge Fellow will not have a specific geographic focus, rather this Fellow's work will cover the entire globe.

Responsibilities include:

- Writing material for, and posting content on, the Yale and the World website, for OIA newsletters, and for printed publications
- Newsletter production and distribution, maintaining newsletter distribution lists
- Creating content and managing distribution on social media accounts
- Assisting with leadership programs and other high-level meetings such as the President's Council on International Activities
- Developing agendas and hosting visiting individuals and delegations
- Conducting research and creating reports as needed. 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, posting to YouTube and embedding on website
- 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 (WordPress preferred) and/or graphic design skills and/or video production skills
- Have fluency in at least one other language besides English preferred (Chinese and/or Spanish and/or Portuguese and/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 others.