

Woodbridge Fellow for Yale and Africa
Office of International Affairs
Job Description

February 8, 2024

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 Yale and Africa will report to OIA's director for Africa and the Middle East, Janette Yarwood, on projects that support Yale's engagement with Africa and will also work on other projects for the Office of International Affairs as assigned. A major focus will include activities related to the travel of Yale's President and other top-level officials to Africa.

Responsibilities include:

- Supporting follow up for past trips and preparations for upcoming trips to Africa
- Interacting with student groups that have interests related to Africa
- Planning and running events on and off campus
- Developing agendas and hosting visiting individuals and delegations
- Conducting research and creating reports as needed
- Assisting with leadership programs and other high-level meetings, such as the President's Council on 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 the Director of the Office of International Affairs, and others.