

2024–2025 Woodbridge Fellowship
Office of the Secretary and Vice President for University Life

<https://secretary.yale.edu>

<https://belong.yale.edu>

Overview

The Office of the Secretary and Vice President for University Life (OSVPUL) seeks a fellow to support its broad range of activities, including communications and events, student life, and *Belonging at Yale*, and to assist in the office’s day-to-day administration.

The fellow will report to the Chief of Staff. The fellow will engage regularly with the Secretary and Vice President for University Life and will work in close collaboration with the Chief of Staff, Assistant Vice President for University Traditions, Strategic Events and Communications, Director for Belonging at Yale, and Assistant Vice President for University Life in shaping and enacting OSVPUL’s communications and events, student life, and *Belonging at Yale* activities. In addition, the fellow will assist in OSVPUL’s administration, and undertake special projects.

The position affords an opportunity to observe the whole university and participate in a central nexus of its administration. Applicants should have strong interests in the practice of communication to a complex audience, policies and practices about student life, and the university’s work on diversity, equity, and inclusion.

Qualifications

- Excellent written and verbal skills
- Strong interpersonal skills, including the ability to work well with multiple constituencies: a range of staff members, faculty members, alumni, and students
- Organizational competency, particularly event management
- Flexibility, adaptability, and good humor in rapidly changing circumstances; confidence yet humility about own expertise; a propensity to “pitch in” to get a job done; sensitivity to a fellow’s role vis-à-vis a university leader’s, a faculty member’s, a senior staff member’s leadership role
- Abilities to interact professionally with distinguished guests and high-level university leaders
- Imagination and creativity
- Discretion and ability to maintain confidentiality
- Good knowledge of university life

Further Details

- The fellow will help OSVPUL plan and execute events for students, support student life professionals across the university, and will engage students in the administration of grants. This position is administrative-focused and does not encompass work with students on a daily basis
- OSVPUL 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
- A fellow’s attendance may be needed at certain meetings, events, and activities which occur outside standard business hours

Work Plan

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

Communications & Events

- Drafts content for websites, correspondence, speeches
- Supports the production of university events (Commencement, Veterans Day, etc.)
- Organizes the logistics for the Terry Lectures, a major university lecture series
- Organizes university teas (booking venues and catering, managing student attendance)

Student Life

- In close collaboration with other staff, imagines opportunities and events for students and staff who work with students
- Briefs the Secretary and Vice President for University Life on student thinking on current issues
- Supports OSVPUL's presence on *Yale Connect*, the online campus engagement system (manages student organizations' requests, creates content)
- Supports *Yale Well*, which brings together resources for student wellness
 - Runs the student wellness grants program (managing publicity, applications, review process, support of grant awardees)
 - Organizes and staffs meetings (booking venues and catering, preparing agenda, taking minutes, etc.)
 - Organizes large-scale events (e.g., talks by distinguished visitors)
- Supports student voting initiatives for the Assistant Vice President for University Life
- Undertakes research or specific projects on student life

Belonging at Yale

- Supports current projects, e.g., the administration and presentation of five-year action plans produced by schools and administrative divisions
- Supports all aspects of the grants for diversity, equity, inclusion, and belonging program
- Supports upkeep and development of *belong.yale.edu*
- Monitors and manages the Belonging at Yale in-box
- Supports meetings associated with other Belonging at Yale initiatives including Cultivating Conversations, Yale & Slavery Research Project, and other projects associated with diversity, equity, and inclusion.

General Administration

- Creates detailed meeting notes of meetings chaired by the Secretary and Vice President for University Life
- Supports the Secretary and Vice President for University Life (e.g., accompanies to events, takes photographs, etc.)
- Provides back-up support for the administration of the Office of the Secretary and Vice President for University Life (reception work)
- Provides logistical support for the Woodbridge Fellowship