

Woodbridge Fellow – Office of Educational Opportunity

The Poorvu Center for Teaching and Learning seeks a **Woodbridge Fellow** to join the **Office of Educational Opportunity (OEO)** as an academic support program fellow, specializing in program coordination, data management and analysis, and communications. Students from all areas of academic interest are encouraged to apply.

The Poorvu 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. As part of a world-class research institution, we provide training, consultations, and resources designed to make teaching and learning more public and collaborative, so that every Yale instructor experiences the satisfaction that results from teaching well, and every student develops the critical reflection that marks deep and independent learning.

The Office of Educational Opportunity consists of four peer-mentoring-based programs to help students find satisfaction and success in their work as students. These programs include Academic Strategies, FGLI Thrive for first-generation/lower-income students, STEM Navigators, and Disability Peer Mentors. The Office of Educational Opportunity Woodbridge Fellow would be working to support all four programs as well as engage more broadly with the Poorvu Center staff and mission.

Overview of Responsibilities

- Contribute to the coordination of OEO programming and resources
- Assist in the collection, management, and analysis of OEO data across multiple projects, including participant surveys and assessments
- Help create and execute a communications plan for students, faculty, and staff, including social media, website development, and newsletters.
- Create and execute other projects, as assigned, or as they arise

Opportunities for Woodbridge Fellow to Receive Mentorship

- Direct training in organizing and structuring an academic support program
- Extensive exposure to the research and best practices for student academic support, including inclusive learning and academic success for first-gen/low-income students and students with disabilities
- Guidance and feedback on professional communication (both written and spoken) from program professional staff.
- Opportunities to independently identify areas of needed support and create programming with frequent consultation and feedback 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

Familiarity with data collection, analysis, and presentation

High degree of organization and commitment to detail

Strong 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 – Director, Office of Educational Opportunity

Lynda Paul – Associate Director, Academic Strategies