

**Woodbridge Fellow
Center for the Study of Race, Indigeneity, and Transnational Migration
2024-2025**

Founded in 2016, the RITM Center supports research, pedagogy, and programming related to the study of race, indigeneity, and transnational migration. In 2024-2025 the Center seeks a Woodbridge Fellow to contribute to programming for students and faculty members, to work with colleagues at Yale and other institutions, and to support communications, data collection, and outreach. The Fellow will help to host visiting scholars and artists, organize talks and symposia and other events, and work actively in and beyond New Haven. They will also contribute to the efforts of the Centering Race Consortium, a group of academic units led by RITM and located at Brown University, the University of Chicago, and Stanford University that work together on issues of common concern.

This is a good opportunity for those interested in working closely with faculty and staff across the University, for those interested in doctoral research and teaching, and for applicants interested in contributing to a wide range of new projects. The selected Fellow can expect to meet each week with the Associate Director and Director of RITM, to interact frequently with professors and students, to participate in budget planning, and to be an active member of an administrative team.

Overview of Responsibilities

- Plan and organize on- and off-campus events, including travel
- Coordinate Graduate Student and Faculty Fellows Programs
- Assist with organization and execution of a pedagogical training program for doctoral students
- Help to select and support visiting artist fellows
- Serve as liaison between RITM and Yale student communities
- Communicate with administrative colleagues at Yale and on other campuses
- Contribute to Center communications, including its newsletters, formal reports, website, print material, and social media
- Collect and monitor financial expenses
- Attend weekly staff meetings
- Create and execute other projects, as assigned

Key Skills & Experiences

- Familiarity with Yale College, the Graduate School of Arts and Sciences (GSAS), or other units at Yale University
- Interest in topics related to race, indigeneity, or transnational migration
- Ability to interact successfully with Yale faculty and administrators
- Experience with event planning and project management
- Familiarity with data collection, analysis, and presentation
- Capacity to contribute to an administrative team
- High level of discretion
- Ability to work independently
- High degree of organization and commitment to detail

- Strong communication (written and verbal) and interpersonal skills
- Experience with graphic design, social media, and/or video editing

Additional Notes: Some after work and weekend hours required

Manager: Victoria Stone-Cadena, Associate Director, RITM Center