2024–2025 Woodbridge Fellowship
University Registrar’s Office
https://registrar.yale.edu/

Overview
The University Registrar’s Office (URO) seeks a fellow to support its broad range of activities, including records management, communications, project management, and to assist in the office’s day-to-day administration.

The fellow will report to the Deputy University Registrar. The fellow will engage regularly with the University Registrar and will work in close collaboration with the Communications and Publications Manager and Associate University Registrars in URO projects.

The position affords an opportunity to work on university-wide initiatives. Applicants should have strong interests in academic policies and practices and managing large-scale projects.

Qualifications
- Excellent written and verbal skills
- Strong interpersonal skills, including the ability to work well with multiple constituencies
- Problem-solving skills
- Organizational competency
- Discretion and ability to maintain confidentiality

Work Plan
The following are suggestive of some of the fellow’s regular work activities:

- Drafts content for websites, correspondence
- Briefs the URO leadership team on student thinking on current issues
- Supports URO’s use of Yale Hub
- Undertakes research or specific projects on registrar-related work
- Supports current projects (examples include placement scores, transfer credit, reporting, workflow automation)
- Organizes and staff meetings (booking venues and catering, preparing agenda, taking minutes, etc.)
- Provides back-up support for the administration of the University Registrar’s Office (reception work)