

**Woodbridge Fellow**  
**Position Description**  
**Yale College Dean's Office**  
**Office of Student Engagement**  
**2023-2024**

**Position Focus:** The YCDO seeks a Woodbridge Fellow to join the office as a program development and outreach fellow. This person will assist the Student Engagement area of the Dean's Office with its efforts to support the intersection of identities students bring to Yale College. The Fellow will work closely with the university's campus cultural centers, emerging cultural communities and expanded FGLI community with a focus on the intersections of identity and intercultural engagement.

**Overview of Responsibilities:** The Fellow will work with the Senior Associate Dean for Student Engagement and members of the Student Engagement team on intercultural engagement. This will involve partnerships and programming with the staff of the university campus centers (including the Native American Cultural Center, Asian American Cultural center, La Casa Cultural, the Afro American Cultural Center, the LGBTQ Resource Center, and the Chaplain's Office).

The Fellow will also be called upon to do research among higher education institutions about best practices for supporting emerging cultural communities, such as our Middle Eastern/North African population.

The Fellow will assist in the planning and execution of Student Life and university programs, such Family Weekend, MLK programming, cultural heritage month programs, Yale SafetyNet, and FGLI Community Initiative programs.

**Opportunities for Woodbridge Fellow to Receive Mentorship:** The Fellow will have opportunities for mentorship from members of the Student Engagement staff, including:

- The Senior Associate Dean
- The Assistant Director for Student Engagement
- The Directors of the four Cultural Centers

**Essential Duties:**

1. Independently undertakes various confidential projects and documents and prepares briefs or reports on the findings
2. Writes and works with both confidential and non-confidential material
3. Conducts research as needed
4. Develops appropriate methods and/or techniques to produce high-quality project results and disseminates them to educate the academic community

5. Provides project support to department leaders and actively develops appropriate external contacts and networks
6. Develops internal and external communications materials
7. Prepares and leads relevant meetings
8. Develops and implements programs to better serve the University
9. Develops and implements risk-reduction strategies to influence the academic community
10. Participates in planning university programs
11. Ensures that university guidelines are robustly met by all project team members
12. Resolves problems affecting the delivery of research projects and plans future research projects that might emerge from the current project
13. Educates relevant staff on university projects/programs
14. May perform other duties as assigned

Required Education and Experience: Bachelor's Degree

Required Skill/Ability 1: Familiarity with the educational culture of Yale College

Required Skill/Ability 2: High degree of comfort interacting with Yale College students, administrators and faculty

Required Skill/Ability 3: High degree of organization and commitment to detail

Required Skill/Ability 4: Strong writing and communications skills