

To apply for a GPE Fellow position: Submit an updated resume and cover letter to gsasprofessionaldevelopment@yale.edu with the subject header “[Name of Fellow position]” by Sunday, July. 14 at 11:59 p.m.

Research and Communications Fellow —Office of the Secretary and Vice President for University Life (OSVPUL)

Mentor: Heather Calabrese, Assistant Vice President, Strategic Communications, University Traditions, and Events , Office of the Secretary and Vice President for University Life (OSVPUL)

Fellow Title: Research and Communications Fellow —Office of the Secretary and Vice President for University Life (OSVPUL)

Organization Name: Office of the Secretary and Vice President for University Life (OSVPUL)

Organization Website: secretary.yale.edu; belong.yale.edu

Organization Description:

OSVPUL is responsible for university life and traditions. Lead by Secretary and Vice President Kimberly Goff-Crews, OSVPUL staff focuses on Belonging at Yale, Cultivating Conversation, Yale & Slavery, support for free expression and associated polices and activities, and university traditions including Commencement.

GPE Fellow Responsibilities:

The fellow will work with Heather Calabrese, Assistant Vice President, Strategic Communications and with Pilar Montalvo, Assistant Vice President for University Life, to research and identify best practices and resource materials for Belonging at Yale/Cultivating Conversation and for university life activity associated with free expression. The fellow will also write and edit associated content and assist with training and event production.

Desired GPE Fellow Qualifications:

The fellow should be an excellent writer and researcher, have strong editing and project management skills and some experience working within a higher ed environment (this could be as an undergraduate or graduate student leader involved in university life). The fellow should also be intellectually curious and interested in the culture of the university,

GPE Fellow Learning Objectives:

Our learning objectives are that the fellow learns about higher education administration and has the opportunity to actively contribute to critical work product as an engaged member of the OSVPUL team for the term of the fellowship. We will support the fellow's personal and professional learning and development interests and will meet with the fellow regularly to identify the goals and objectives of their work, answer questions, provide clarity and guidance, and ensure a positive and meaningful experience.

Number of Available Positions: 1