

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.

Professional Development Fellow in Media Relations - Office of Public Affairs & Communications

Mentor: Gregory Roth, Director of University Media Relations, Office of Public Affairs & Communications

Fellow Title: Professional Development Fellow in Media Relations

Organization Name:

Office of Public Affairs & Communications

Organization Website:

<https://communications.yale.edu/about-opac>

Organization Description:

The Office of Public Affairs & Communications works in partnership with school and departmental communications and media colleagues to promote the institution and to tell the many stories of Yale. We provide a variety of communications services to faculty and staff and we connect members of the media with our faculty members. We aim to inform and engage various audiences.

GPE Fellow Responsibilities:

- Writing engaging pitches about academic research to members of the news media
- Engaging in insights and analytics projects to understand how Yale is showing up in earned and social media
- Helping to lead media trainings and prepare faculty for external media interviews
- Assisting with curation of the In the Media section of the Yale Today newsletter
- Creating media contact lists, both subject- and priority-specific, as requested
- Updating the Yale external media experts list
- Drafting and editing responses to inquiries from the news media and other communications projects
- Assisting with other duties as assigned

Desired GPE Fellow Qualifications:

- Clean, clear writing style
- Strong verbal and public speaking communications skills

- Interest in news and current events
- Ability to work both independently and collaboratively

GPE Fellow Learning Objectives:

The fellowship is an excellent opportunity for people interested in strategic communications, media relations, higher education administration, insights and analytics. It also offers exposure to the full breadth and complexity of a major research university. Given the sensitive nature of many issues addressed by OPAC, the fellow must exercise significant discretion in handling and sharing information.

Number of Available Positions:

1