

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

---

## **YPEI Program Fellow - Yale Prison Education Initiative at Dwight Hall**

**Mentor: Vanessa Estimé, Assistant Director, Yale Prison Education Initiative at Dwight Hall**

**Fellow Title: YPEI Program Fellow**

**Organization Name:**

Yale Prison Education Initiative at Dwight Hall

**Organization Website:**

[www.yaleprisoneducationinitiative.org](http://www.yaleprisoneducationinitiative.org)

**Organization Description:**

Founded in 2016, the Yale Prison Education Initiative (YPEI) at Dwight Hall brings access to rigorous liberal arts college programming to incarcerated students in Connecticut, offering credit-bearing college classes taught by Yale faculty and graduate students; college degrees through a new partnership with the University of New Haven; and an array of student support structures and resources drawn from both campuses to support student learning and success. The program also supports students who are released from prison to support their educational and career pathways. In 2021, YPEI launched a new “College-to-Career” Fellowship program for formerly incarcerated alumni of higher education in prison.

**GPE Fellow Responsibilities:**

The GPE Fellow would take on tasks in our office related to program coordination with some possibility for work in reentry programming if desired.

PROGRAM COORDINATING RESPONSIBILITIES may include:

- Coordinating with course instructors on materials, assignments and assignment submission to support core programming in prison. This involves determining materials and supplies needed by both incarcerated students and faculty, procuring them, and facilitating their delivery to incarcerated students through our team..
- Keeping our public-facing and staff calendars updated.
- Managing and updating YPEI’s “Job Board” that serves formerly incarcerated job-seekers and people interested in jobs in the field of higher education in prison.
- Maintaining YPEI’s Transcription Network, currently comprised of undergraduates and graduate students who volunteer their time to type incarcerated students’ handwritten essays into Microsoft Word documents. This involves loading student essays onto our internal server to make them available to volunteer transcribers, assigning them to

transcribers, and then coordinating to ensure proper digital delivery to instructor/students as needed.

- Coordinating with the Research Request Network, which supports incarcerated students in accessing library resources and miscellaneous content requests for course-related research projects or independent studies (in coordination with the Yale University and University of New Haven Libraries).

**REENTRY PROGRAMMING RESPONSIBILITIES** may include:

- Helping to manage YPEI's Reentry strategy and C2C Fellowship program for formerly incarcerated students. This may include conducting site visits where C2C Fellows are being hosted on campus at Yale or UNH; convening weekly meetings with C2C Fellows; working with recently released YPEI students on resumé and cover letter writing and assisting them with opportunities for employment or continued educational attainment; and coordinating computer and digital literacy workshops on site or with community partners.

**SPECIAL NOTE:** Please note while the Fellow will be working directly with formerly incarcerated students, they will not be working directly inside a prison or with currently incarcerated students. This fellow will be based in our office at Dwight Hall.

**Desired GPE Fellow Qualifications:**

- Clear communicator, good written and oral communication skills.
- Ability to synthesize information and testimony into written and visual communications
- Ability to think creatively and adapt to different stakeholders' interests and attentions
- Ability to understand nuances and sensitivities in public facing information about college in prison and articulating the value of the work
- Detail-oriented, organized, computer savvy with ability to adapt to new software/interfaces
- Self sufficient with ability to manage independent projects and track progress
- Desire to serve incarcerated and formerly incarcerated individuals.
- Ability to drive a plus

**GPE Fellow Learning Objectives:**

This is a unique opportunity to learn about the growing field of higher education in prison and our own program at Yale. Many graduate students who have worked with us have gone on to careers in teaching or administration in other college-in-prison programs, criminal justice and social justice work, and work related to expanding higher education access. The graduate fellow will also be exposed to our larger network of college-in-prison programming and related organizations in education and criminal justice, building a vocabulary and understanding of this sector. The fellow will have the opportunity to learn basic office skills and software and have space to work in our office at Dwight Hall.

**Number of Available Positions:**

1