

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 Dec. 3 at 11:59 p.m.

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## Online Education Fellow - Yale Summer Session

**Mentor: Jennifer Conroy, Online Education Manager, Yale Summer Session**

**Organization Name:**

Yale Summer Session

**Organization Website:**

summer.yale.edu

**Organization Description:**

Summer Session, division of the College, provides academically rigorous and innovative undergraduate programs and courses to Yale and visiting students across platforms and around the world. Students come to Yale Summer Session to take Yale College courses in New Haven, online, or abroad or to hone their craft at the Yale Writers’ Workshop or in the Summer Drama Program.

**GPE Fellow Responsibilities:**

The Online Education Fellow will work closely with our Online Education Manager as well as Richard Collins Jr., the Director of Online Education and IT. The Fall is a time for evaluating our summer programs and prepare the large-scale strategy for the course offerings in the next cycle. The Fellow will take part in analyzing our process and planning for next summer. In addition, the Fellow will be assisting instructors in creating digital content for summer online courses. In particular, the Fellowship will involve editing video using Adobe Premiere. Additional opportunities may include sound editing of podcasts, social media strategy and data analysis. In this capacity, the Fellow will cooperate with faculty across many departments as well as program directors and administrators in our office. This position would be ideal for a graduate student interested in producing video content - for teaching, social media, or personal projects. The Fellow will be exposed to developments in online education as well as a wide range of tasks in academic administration. We are able to offer mentoring in instructional design as well as technology management in the higher education context.

**Desired GPE Fellow Qualifications:**

- teaching experience in the online space
- interest in instructional design
- desire to learn video editing using Adobe Premiere
- attention to detail and punctuality
- ability to work independently and remotely

**GPE Fellow Learning Objectives:**

- Assist and understand in the administrative functions necessary to deliver an online education program.
- Learn best practices in developing educational digital content.
- Learn best practices in instructional design and educational technologies.

**Number of Available Positions:**

1