Apply via the link by June 25 at 11:59 p.m.
https://gsas.yale.edu/gsas-professional-experience-gpe-fellowship-application

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Graduate Fellow - OGCC & AODHRI—The Office of Gender & Campus Culture (OGCC) and The Alcohol & Other Drugs Harm Reduction Initiative (AODHRI)

Mentor: Taylor Spadory and Tatiana Wilson, Assistant Director, AODHRI and Assistant Director, OGCC, The Office of Gender & Campus Culture (OGCC) and The Alcohol & Other Drugs Harm Reduction Initiative (AODHRI)

Fellow Title: Graduate Fellow - OGCC & AODHRI—The Office of Gender & Campus Culture (OGCC) and The Alcohol & Other Drugs Harm Reduction Initiative (AODHRI)

Organization Name: The Office of Gender & Campus Culture (OGCC) and The Alcohol & Other Drugs Harm Reduction Initiative (AODHRI)

Organization Website: https://gcc.yale.edu/ and https://aod.yale.edu/

Organization Description:
OGCC and AODHRI are interlocking offices that work together to foster a safe and positive social culture at Yale. One of OGCC's core responsibilities is to oversee and manage Yale's CCE program, a large, diverse team of undergraduates who lead workshops, organize events, and work within their own communities to encourage a positive social climate at Yale.

Working closely with staff, the Fellow will primarily help with the development and implementation of educational content and lesson plans related to different aspects of social culture (e.g., dating and sexual culture, alcohol & other drugs, party-hosting, student activities, etc.). The Fellow will likely assist with literature and media searches as well as curating lesson plans with engaging and relevant discussion topics and questions for program meetings.

GPE Fellow Responsibilities:
In addition to supporting with brainstorming, literature searches, and lesson plan creation, the Fellow might also take on other administrative tasks as needed, such as organizing and managing program logistics, scheduling meetings, preparing materials, updating records, etc. The Fellow would attend a weekly check-in with Mentors and at times, the Fellow might attend staff meetings to discuss project progression, upcoming projects, and updates. There is also a possibility that the Fellow might attend mid-year training for CCEs as well as help with logistics for mid-year workshops.

Desired GPE Fellow Qualifications:
Above all, we are hoping to meet candidates that are genuinely interested in the content of our work and would be excited to contribute to projects that strengthen our core mission. We value strong communication skills (both written and verbal), the ability to work independently and collaboratively in a team environment, and strong organizational skills and attention to detail. Because this work can at times involve logistical planning and execution, we are looking for candidates who are comfortable using technology for administrative tasks (e.g., email, scheduling software, Qualtrics). Finally, we also hope that the Fellow would have experience handling sensitive topics and confidential information with care and discretion, and would generally be open-minded, flexible, and creative.

GPE Fellow Learning Objectives:
Through this position, the fellow will further develop knowledge in content-related areas and gain experience developing and implementing educational programming in a college campus context. They will have the opportunity to strengthen their skills when it comes to lesson-planning and curating question guides to facilitate fruitful discussion as it relates to our program's core mission and values. They will also generally gain experience working on a team and collaborating with staff to carry out large-scale projects (e.g., training, workshops, hiring, etc.).

Number of Available Positions: 1