

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 June 25 at 11:59 p.m.

Strategic Data Fellow—Office for Postdoc Affairs

Mentor: Victoria Hallinan, Program Director for Professional Development, Office for Postdoc Affairs

Fellow Title: Strategic Data Fellow—Office for Postdoc Affairs

Organization Name: Office for Postdoc Affairs

Organization Website: postdocs.yale.edu

Organization Description:

The Office for Postdoctoral Affairs (OPA) supports approximately 1900 postdoctoral and postgraduate associates and fellows across all schools and disciplines at Yale, including the sciences, social sciences, humanities, and professional areas. We assist with the hiring/onboarding as well as creating and implementing programming to support this population in their professional development and career exploration. We aim to continue building and sustaining a new, vibrant, data-informed postdoc and postgrad experience and the fellow will have the opportunity to contribute to strategic decisions to create this experience.

GPE Fellow Responsibilities:

The fellow will work closely with the OPA’s program director, Victoria Hallinan, and senior administrative assistant, Yahaira Otero, as well as: Erin Heckler, the Associate Provost for Postdoctoral Affairs, the leadership of the Yale Postdoctoral Association (YPA), Yale Black Postdoctoral Association (YBPA) and Yale Postgraduate Association (YPGA), to support the goal of better understanding the experiences of postdocs and postgraduates at Yale. The goal of this project is to understand the resources and programming needed to better support both these populations in their professional development, career exploration, and sense of belonging at Yale.

The fellow will help identify next steps in using the data from an experience survey we administered in 2026, identify and implement next steps in data collection (smaller survey(s) and focus groups), and assist in finalizing and implementing a sustainable assessment plan to use over the next 5 years.

Based on their interests, other areas/projects they might explore are: tracking orientation to exit survey results, assessment of programming, assessment of revised orientation program, or other data projects.

Additionally, they will be part of identifying other ways to gather data on the OPA's programming and the experiences of postdocs and postgrads and strategizing how to utilize the data as part of recruiting, onboarding, and supporting postdocs and postgrads. The fellow will be encouraged to bring their perspective to weigh in on strategic decisions and consider future planning for the OPA.

Desired GPE Fellow Qualifications:

Experience with data collection and analysis, critical thinking, planning and executing a large project or event, collaboration and communication with diverse stakeholders. The fellow will have demonstrated ability to use Yale Connect, Excel and Qualtrics or other surveying software.

GPE Fellow Learning Objectives:

This role will support the fellow in their strategic planning, critical thinking, assessment, communication, data and project management skills. They will develop an understanding of the career paths of post-degree researchers and the skills needed to succeed in those careers. Additionally, they will have the option to present the data gathered at the Yale Postdoctoral Association's Symposium in May.

As part of this work, the fellow will have the opportunity to learn more about the fields of educational development, higher education administration, and career strategy through networking with collaborators in the Office of Career Strategy, the Poorvu Center for Teaching and Learning, the Center for Language Study English Language Program, and the Office of International Students and Scholars.

Number of Available Positions: 1