

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.

Pathway Programs Data & Communications Fellow—Office of Collaborative Excellence and Student Engagement

Mentor: Erika López-Alfonzo, PhD, Research Associate , Office of Collaborative Excellence and Student Engagement

Fellow Title: Pathway Programs Data & Communications Fellow—Office of Collaborative Excellence and Student Engagement

Organization Name: Office of Collaborative Excellence and Student Engagement

Organization Website: <https://medicine.yale.edu/cese/>

Organization Description:

The Office of Collaborative Excellence and Student Engagement (CESE) supports, celebrates, and encourages informative discourse about the differences among our YSM community members; our ultimate goal is to build an inclusive climate that supports and promotes the retention of trainees with a broad range of perspectives and experiences. We host the Yale Summer Enrichment Medical Academy for undergraduates preparing for pre-med courses and medical school, and the YSM Summer Research Program for first-year medical students.

GPE Fellow Responsibilities:

Support alumni outreach projects, such as interviews or alumni spotlights for YSEMA and YSRP.

Assist with organizing information for program websites and shared office resources.

Help keep program records accurate and easy to use.

Work with staff on program coordination and communications projects.

Contribute ideas for improving alumni engagement and program visibility.

Desired GPE Fellow Qualifications:

Familiarity with the YSEMA and YSRP programs is preferred. The ideal candidate will have strong attention to detail, organizational and data-management skills, and the ability to meet weekly over Zoom. Interest in program evaluation, database organization, or educational research is encouraged. Applicants should also be comfortable using digital tools such as

Qualtrics, Google Sheets, and Excel, and willing to learn additional systems for data storage and organization, including SharePoint and REDCap.

GPE Fellow Learning Objectives:

The GPE Fellow will support projects related to alumni engagement, program tracking, and organizational resources within the Office of Collaborative Excellence and Student Engagement. The fellow may assist with maintaining and updating databases, developing alumni outreach materials or spotlight initiatives, organizing program information for internal and public-facing resources, and supporting efforts to strengthen connections across pathway programs at Yale School of Medicine. Through this experience, the fellow will gain skills in project coordination, data organization, communication, and collaborative work within an academic and programmatic environment.

Number of Available Positions: 1