

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 Monday, December 2 at 11:59 p.m.

Qualitative Research Fellow—Yale Alumni Association

Mentor: Lesley Heffel McGuirk, Senior Manager, Data Strategy, Yale Alumni Association

Fellow Title: Qualitative Research Fellow—Yale Alumni Association

Organization Name: Yale Alumni Association

Organization Website: alumni.yale.edu

Organization Description:

The Yale Alumni Association connects alumni with each other and with the university. A dedicated staff partners with alumni leaders to create and foster these relationships, through events, programs, reunions, mentorship, educational travel, lifelong learning opportunities, service, and through collaborations with alumni affairs colleagues in the Graduate School and professional schools.

GPE Fellow Responsibilities:

The YAA is beginning a research project to learn more about our alumni body, their relationship to the university, and what their priorities are for engagement with the YAA and the alumni community in a post-pandemic world. The project will rely on short surveys and focus groups to gather this data. At the end of the project (about 2 years), the Executive Director of the YAA will use this information to formulate a strategic plan to ensure the department is meeting the needs of Yale's alumni.

Responsibilities for this position include:

- * Help formulate research questions for focus groups
- * Contribute to data cleaning, coding, verification, and documentation
- * Contribute to discussions about coding and analysis schemes
- * Transcribe interviews and focus groups using transcription services where possible
- * Write reports and briefs in conjunction with other partners
- * Attend some focus groups taking place on Zoom
- * Attend strategy meetings with the whole committee when possible

Continuing work may be available over summer 2025 for interested and available fellows.

Desired GPE Fellow Qualifications:

We are looking for candidates who love qualitative research; would thrive working with a committee of alumni relations professionals; and who enjoy working on very large projects by breaking them down into manageable pieces. Candidates will be expected to clearly communicate to a non-academic audience in writing and conversation about data, methodologies, and their opinions about the direction of the project.

GPE Fellow Learning Objectives:

The Qualitative Research Fellow(s) will have the opportunity to bring their academic skills into practice in an organization that touches the lives of Yale's 180,000+ alumni. We will do our best to craft a fellowship experience that allows the candidate to work on areas of particular interest or where they simply want more practical experience.

Number of Available Positions: 2