

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.

Academic Affairs Fellow—Yale College Dean’s Office—Yale College Office of Academic Affairs

Mentor: Joel Silverman, Associate Dean of Academic Affairs, Yale College Office of Academic Affairs

Fellow Title: Academic Affairs Fellow—Yale College Dean’s Office—Yale College Office of Academic Affairs

Organization Name: Yale College Office of Academic Affairs

Organization Website: <https://yalecollege.yale.edu/get-know-yale-college/directory/academic-affairs>

Organization Description:

The Office of Academic and Educational Affairs is responsible for undergraduate academic and curricular programs and works collaboratively with the Dean of Yale College, the faculty, residential college deans, the University Registrar’s Office, and students to address academic concerns and develop appropriate policies and procedures. Members of this office supervise and support the work of the residential college deans’ offices, serve on standing committees that oversee the undergraduate academic regulations and curriculum, coordinate academic advising, and manage several academic and special programs not housed by FAS departments or elsewhere in Yale College.

GPE Fellow Responsibilities:

*In collaboration with the director of Eli Whitney Student and Transfer Student programs, and with a senior administrative assistant, compile and analyze data on student success and retention.

*Conduct research as needed on programs at other colleges and universities.

*Assist staff with reviewing materials and preparing for committee meetings of the following standing committees in Yale College: the Committee on Teaching, Learning, and Advising; the Course of Study Committee; the Committee on Honors and Academic Standing; the Committee on Teaching in the Residential Colleges; and the Eli Whitney Students Advisory Committee.

*Provide pedagogical and logistical support for the First-Year Seminar program and the Residential College Seminar program.

*Other projects related to student success in the post-pandemic era.

Desired GPE Fellow Qualifications:

*Attention to detail. Much of the work of this office relies upon the accuracy of records.

*Reliability. Although the work schedule is flexible and can be partly done remotely, it is important for the Fellow to be consistently available.

*Ability to work independently. While guidance and support will be readily available, it will be important for the Fellow to take ownership of projects, seeking advice when needed.

*Confidentiality. Trustworthiness in working with confidential student records

*Excellent written and oral communication skills.

*Basic knowledge of MS Excel and PowerPoint. Familiarity with Drupal, or similar web-editing software, is helpful, but not required.

GPE Fellow Learning Objectives:

The position provides wide exposure to many elements of academic administration, including different examples of support mechanisms and resources for undergraduates and faculty, as well as strategies and programs for student success and retention. Ideally, the candidate will develop a deeper understanding and appreciation for resources universities may employ to help students thrive academically.

Number of Available Positions: 1