

**To apply for a GPE Fellow position: Submit an updated resume and cover letter to [gsasprofessionaldevelopment@yale.edu](mailto:gsasprofessionaldevelopment@yale.edu) with the subject header “[Name of Fellow position]” by July 7, 2023.**

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## **Digital & Strategic Communications Fellow at [Office of the Provost](#)**

### **Graduate Professional Experience Host Office Description**

The provost is Yale’s chief educational and administrative officer. The Office of the Provost oversees academic policies and activities university-wide. The provost has direct oversight of all academic support units, holds institutional responsibility for the allocation of resources, and chairs the University Budget Committee. In collaboration with the vice president for finance, the provost presents the university’s annual operating and capital budgets to the president and to the [Yale Corporation](#). [The vice, associate, and assistant provosts](#), together with the provost’s administrative and operations staff, support the provost in carrying out these responsibilities.

### **Host Mentor**

Christian Camerota  
Director of Communications  
[christian.camerota@yale.edu](mailto:christian.camerota@yale.edu)

### **Graduate Professional Experience Fellow Responsibilities**

- Partnering with university researchers and staff to build and manage site content
- Building and analyzing site analytics reports
- Assisting with the development of a strategic communications plan to support site adoption
- Translating user research into effective content organization and design
- Project planning and management

### **Graduate Professional Experience Learning Objectives and Opportunities**

The fellow will work in close partnership with several members of the Provost’s Office and senior university leaders on highly visible projects in support of the university’s academic and research missions. Learning objectives include project and people management, integrated communications strategy, fostering strong and inclusive workplace cultures, and honing writing, communications, and consensus-building skills.

### **Desired Qualifications**

- Excellent writing, editing, and data analysis skills
- Strong collaborative instincts
- Reliability (with flexibility given on hours and modes of work)
- High levels of discretion and confidentiality with sensitive materials

### **Duration of position**

Fall 2023, open to extension to Spring 2024