

**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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**GPE Fellowship for Democratic Participation** at [Office of the Secretary and Vice President for University Life \(OSVPUL\)](#)

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

Led by Kimberly Goff-Crews, the Office of the Secretary and Vice President for University Life (OSVPUL) provides leadership to the support, cultivation, and celebration of Yale’s diverse community of students, faculty, staff, and alumni. In collaboration with faculty, administration, staff, student leaders from across campus, and with alumni, the office leads the university’s work to further diversity, equity, and inclusion in service of the university’s mission, fostering an environment in which all members of the community can contribute, grow, and feel a sense of belonging. The office crafts the vision for student life for all undergraduate, graduate, and professional students at Yale, furthering the university’s aspirations to be the most student-focused research university in the world.

The OSVPUL GPE Fellowship will concentrate on democratic participation at Yale with a concentration on the graduate and professional student communities. This 15-week paid, single, fellowship will be supervised by Nina Fattore, Associate Director for University Life and overseen Pilar Montalvo, Assistant Vice President for University Life. The fellow will be responsible for research, strategic planning, and student engagement in relation to the university’s plans for democratic participation through the Yale Votes initiative in preparation for the 2024 Presidential Election. This is a unique opportunity for a motivated individual to participate in a university-wide initiative and learn project management skills in a start-to-finish setting.

### **Host Mentor**

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

- Conduct research to identify the most effective methods for engaging graduate and professional students in democratic participation, including voter registration and increasing accessibility to registration tools and the voting process at Yale.
- Form and lead a focus group consisting of students from every graduate and professional school to understand the needs of graduate and professional students regarding democratic participation at Yale.
- Identify any areas for improvement with the current resources for graduate and professional schools regarding voter registration and election information.
- Collaborate with the Associate Director for University Life to formulate an equal and equitable action plan for voter registration and democratic participation in relation to the ungraduated action plan.
- Work with Yale Votes, the undergraduate student group on democratic participation

### **Desired Qualifications**

The Office of the Secretary and Vice President for University Life GPE Fellow should be enthusiastic about engaging their peers in democratic participation but understanding that not every one of their peers may be willing or able to participate. The fellow should understand and follow the office's mission on diversity, equity and inclusion when carrying out any work related to the fellowship.

This position does require the following:

- Strong Verbal and Writing Skills
- Website editing experience.
- Fluency in Microsoft Word, Excel, Teams, Outlook
- Basic event planning and management experience
- Research and Focus Group Experience
- Time management skills
- Demonstrated ability to work well independently and as part of a team and to work collaboratively with other groups

**Duration of position**

Full academic year