

The Yale Graduate School of Arts and Sciences

Office for Graduate Student Development and Diversity (OGSDD) Fellows Program

Mission and Goals

The Office for Graduate Student Development and Diversity (OGSDD) Fellows Program aims to provide graduate students with the opportunity to work in partnership with the OGSDD assisting in the fulfillment of its mission as stated below:

OGSDD Mission: The Office for Graduate Student Development and Diversity is committed to building a supportive and inclusive community where graduate students are supported in their professional, social and intellectual goals and pursuits.

A primary mission of the OGSDD Fellows Program is to address the particular needs of graduate students. OGSDD

Fellows are doctoral students themselves who develop programming and serve as peer advisors, mentors, and advocates. OGSDD Fellows help graduate students access resources and programs that focus on their specific needs and assist undergraduate students interested in applying to graduate school. Typically, up to ten fellows are chosen each year by a selection committee to plan and implement recruitment and retention programs within the Graduate School of Arts and Sciences, particularly for those who have historically been underrepresented in the various disciplines and fields within the Humanities, Social Sciences and Sciences.

OGSDD Fellows must have strong interpersonal, writing and oral communication skills, the ability to work as a team, and experience to serve as peer advisors, mentors, and advocates for graduate students. OGSDD Fellows also need to have the knowledge, skills, and understanding of the issues pertaining to diversity within higher education and with the needs of graduate students from diverse backgrounds in particular. OGSDD Fellows must also be prepared to diplomatically educate students, faculty, administrators and other constituencies on a wide variety of diversity issues in graduate education.

A selection committee reviews applications and conducts interviews with prospective OGSDD Fellow applicants.

OGSDD Fellows are current full-time graduate students hired for nine-month appointments (averaging 5 - 8 hours per week), which may be extended typically to a total of two years at the discretion of the Director. OGSDD Fellows have the primary responsibility of working together with other OGSDD Fellows to develop recruitment and/or retention programs including the: (1) Transitions Program; (2) Peer-to-Peer Advising Program; (3) Social Justice Seminar Series; and (4) the Diversity Recruitment Days activities for newly admitted students. OGSDD Fellows also participate in the implementation of the Annual Yale Bouchet Conference on Diversity and Graduate Education.

Why become an OGSDD Fellow?

- The opportunity to participate and contribute to university recruitment and retention efforts by way of active collaboration with other graduate students, the Associate Dean for Graduate Student Development and Diversity, and the Assistant Director of Diversity
- Development of peer support among graduate students from diverse backgrounds and experiences
- The ability to develop and/or hone professional skills related to goal setting, goal implementation and teamwork

**APPLICATION FOR Office for Graduate Student Development and Diversity
Graduate Student Fellows Program
Yale University Graduate School of Arts & Sciences**

DEADLINE: Must be received by May 5, 2020 by 5 PM

The Office for Graduate Student Development and Diversity (OGSDD) is pleased to announce opportunities for involvement in recruitment and retention programs at the Yale Graduate School of Arts and Sciences.

Eligibility:

- All students who are registered full-time and in good standing in a PhD degree program in the Yale Graduate School of Arts and Sciences for the academic year are eligible to apply.
- Preference is given to continuing students who will be in years 2 through 5 of their degree programs, given the nature of the commitment and the knowledge of the Yale Graduate School of Arts and Sciences needed.
- **Fellows must be in residence in the New Haven area for the term of their appointment.**
- Diversity Fellows typically serve up to 2 years. Current or previous Fellows must be re-appointed for an additional year.

Term of Appointment:

- **Office for Graduate Student Development and Diversity Graduate Fellows must be available beginning August 17th through May 14th. The term of appointment is for the academic year.**
- **All Diversity Graduate Fellows must be present for the 2020 Diversity Orientation Day for matriculating students.**
- A Fellow can be dismissed prior to the end of the appointment for conduct, which is considered detrimental to the Office for Graduate Student Development and Diversity or for failure to live up to his/her responsibilities as a Fellow. Should a Fellow be dismissed, the payment of his/her honorarium will cease.
- Graduate Fellows will receive an honorarium for their involvement with recruitment and retention programs. The total honorarium is **\$5,100** for the 9-month period. Fellows will have access to office equipment and supplies within the Office for Graduate Student Development and Diversity.

Duties and Responsibilities:

- Fellows should expect to spend approximately 5 - 8 hours a week in their duties during the academic term. Fellows are required to spend about 4 hours each week in the Office for Graduate Student Development and Diversity, either attending meetings with the Associate Dean and or Assistant Dean or working on Office programs and activities.
- Work in collaboration with the Associate Dean, Assistant Dean, and other Fellows to develop and implement recruitment and retention programs. Each fellow will be required to have primary responsibility for one of the following as specified by the Associate Dean and/or Assistant Dean and agreed upon by the Fellow: developing Social Justice Seminars, developing Black History Month and MLK Day seminars and activities, working with the Yale cultural centers on collaborative recruitment and/or retention activities, developing activities for the Transitions Program, writing the OGSDD Newsletter, and other tasks as specified by the Associate Dean and/or Assistant Dean relating to diversity recruitment and/or retention program activities for the academic term.
- Possibly attending at least one recruitment trip to be identified in collaboration with the Associate Dean.
- Assist in the planning and implementation of Diversity Orientation Day, Diversity Recruitment Days, Diversity Preview Days, and the Bouchet Conference in the spring.
- Communicate with prospective students regarding the Yale Graduate School of Arts and Sciences.
- Communicate regularly with graduate students, faculty and staff to gather program ideas and publicize events.
- Compile information pertaining to issues of diversity and equal opportunity, especially as it relates to specific programs and publications for the Office for Graduate Student Development and Diversity.
- Attend biweekly group meetings with the Associate Dean, Assistant Director of Diversity, and other OGSDD Fellows.

Selection Process:

Shortly after the **May 5th deadline**, selected applicants will be required to participate in a brief in-person interview with the Selection Committee. We anticipate completion of the selection process and appointments of the Graduate Student Fellows by mid-June.

Complete application here:
[OGSDD FELLOWS APPLICATION](#)