

Humanities Program Management Fellow – Yale Faculty of Arts and Sciences Dean's Office

Mentor: Kathryn Lofton, Ph.D., FAS Dean of Humanities

The [FAS Dean's Office](#) oversees faculty searches, recruitment, hiring, mentoring, promotions, retentions, and compensation for all ladder, instructional, and research faculty in the Faculty of Arts and Sciences, as well as departmental staffing, budgeting, strategic planning, and policies and practices throughout the FAS. The FAS Dean's Office seeks to facilitate the outstanding accomplishments of the FAS faculty in their teaching, research, and contributions to the university community.

Working closely with FAS Dean of Humanities and the Senior Administrative Assistant, the Fellow will help organize events related to the opening of 320 York Street. The Fellow will assist in event organization, yearlong programming, and will research the history of the 320 York St. building and of the humanities at Yale generally.

Fellow responsibilities:

- Collaborate with staff in FAS Dean's office and the Whitney humanities center about upcoming events
- Develop promotion materials related to these events
- Offer logistical support for designing and implanting events related to 320 York

Desired qualifications:

- Attention to detail, ability to work independently/take initiative
- Reliability, we are flexible on time but we do need someone who is consistently present
- Excellent written and oral communication skills
- Archival research experience
- Effective team player

Communications Fellow – Yale West Campus

Mentor: Jon Atherton, *Communications Director*

Now with over 1600 Yale residents, the [West Campus](#) is a vibrant hub for scholarship in health, energy, cultural heritage and environmental science. The communications office is part of [Yale West Campus Administration](#) and supports faculty, students and staff by highlighting scholarship and campus life across Yale and beyond.

Job Summary

The incoming Fellow will create and populate a new and accessible digital archive of campus photographs, while also benefiting from opportunities for mentorship and hands-on creative photography, videography and science writing.

With the support of the Communications Officer, the Fellow will develop a new photographic archive system to house a large portfolio of existing campus photography; undertake research into existing Yale systems; review technical requirements and feasibility of such a system; sort and catalogue existing images; and populate the new system.

There will also be opportunities to practice science writing, and undertake new photography/film making tasks, utilizing the Campus social media and other web platforms for communicating to a broad audience in real-time. In addition, the Fellow will shadow the Communications Officer to learn about the workings of an administrative office at Yale, with exposure to project management, financial administration, and personnel management. The Fellow will also have exposure to Yale's central Office for Public Affairs & Communications.

The Fellow should ideally be based at West Campus. An interest in photography, database management, and media is preferred.

West Campus has ample free parking, direct Yale shuttle, woodland walking trails, a fitness center and a full-service restaurant.

Strategic Initiatives Fellow – Yale Alumni Association

Mentor: Stephen Blum, Senior Director, Strategic Initiatives (YAA)

Background

The [Yale Alumni Association](#) (YAA) exists to encourage connections both among alumni and affiliates and to the university. YAA staff partner with alumni leaders to create and foster these relationships through events, reunions, mentorships, educational travel, lifelong learning opportunities, service programs, and through collaborations with alumni affairs colleagues in the Graduate School and professional schools.

Strategic Initiatives

At the YAA, we support alumni by where they live, by how they identify themselves, by what life-stage they are traveling through, and by where they want to go. We also maintain our Strategic Initiatives team, which is dedicated to supporting:

- Our exciting [Careers, Life, and Yale program](#), which brings alumni back to campus to meet students and to off-campus gatherings with each other
- [Cross Campus](#), our soon-to-be-launched community-building, networking, and mentoring platform for students and alumni
- [The Yale Mastercard](#), an affinity credit card available to Yalies who are at least 21 years old
- [Students and Alumni of Yale](#) (STAY)

The Fellowship

Our fellowship position offers a wonderful chance to build skills and understanding regarding:

- Networking
- Alumni relations
- Event planning
- Social media
- Data analysis

Key opportunities may include (i) meetings and informal lunches with YAA staff and leaders; (ii) monitoring and assisting in managing our Cross Campus platform (see above); (iii) developing and/or analyzing key performance metrics (KPIs); (iv) interacting with Cross Campus users; (v) preparing periodic presentations and recommendations

on how to scale up Cross Campus; (vi) promoting/staffing Fall Careers, Life, and Yale events; and (vii) attending STAY meetings.

Innovation Fellow – *Yale Center for Biomedical Innovation and Technology*

Mentor: Margaret Cartiera, Ph.D., *Innovation Director*

[The Yale Center for Biomedical Innovation and Technology](#) (CBIT) provides the Yale ecosystem—the diverse individuals and groups within the University and the Yale New Haven Health System—complementary knowledge and resources to help translate ideas and energy into new medical technologies and health care enterprises. With deep domain expertise and entrepreneurial experience, CBIT helps members of the Yale community define and develop healthtech innovations and the business strategies to bring them to life. Through skill-building, direct experience, network growth, cross-disciplinary collaboration, and venture support, CBIT helps members of the Yale innovation ecosystem achieve more than they could before, and more than they could on their own. CBIT seeks a graduate fellow to support its activities and mission in two areas, data analysis and communications.

Fellow Responsibilities

The Fellow on this project will grow their skills in data analysis, communications, outreach, and technology translation. They will be responsible for data review and analysis, report generation, presentation slide creation, and support of communications efforts (e.g., social media and web presence).

Desired Qualifications

The successful Fellow should be a doctoral student in a science-related field, although students from the social sciences or humanities are welcome to apply. The Fellow should maintain a solid grasp on computational skills – Excel, at a minimum. The Fellow should have experience designing engaging and complementary presentation visual aids, and liaising with faculty, clinicians and/or students. Additionally, we are looking for the following:

- Willingness to collaborate and work in groups.
- An enthusiasm for developing community on campus.
- The ability to communicate effectively in writing and in person.
- Excellent analytical skills. Data management experience (Excel), if possible.
- Attention to detail is critical.
- Efficiently able to organize work time and manage projects.
- Forward-thinking attitude and sense of humor a must.
- Excellent communication skills and experience with Twitter and Facebook.
- Knowledge of basic computer and web applications.

Outreach Strategy Fellow – Yale Digital Humanities Lab

Mentor: Catherine DeRose, Ph.D., Program Manager

About the Digital Humanities Laboratory

The [Digital Humanities Laboratory](#) (DHLab) offers space, community, and resources for Yale scholars who are using computational methods to pursue research questions in the arts, humanities, and humanistic social sciences. Along with creating open-source software that supports research at increasing scales, the DHLab also provides consultations and training in the areas of text and data mining, image computation, spatial analysis, and network analysis. As part of the Yale University Library, the DHLab participates in global conversations around the analysis and visualization of digitized cultural heritage collections.

Fellow Responsibilities & Office Space

Working alongside the DHLab's Program Manager, the Digital Humanities Fellow will assist in developing and implementing the DHLab's communication and outreach strategies. The fellow will have a dedicated desk and workspace within the Franke Family Digital Humanities Laboratory inside Sterling Memorial Library.

Depending on the fellow's interests and expertise, projects may include:

- Writing print and web content on digital humanities projects, events, and opportunities happening locally and globally
- Designing and implementing event programming in the Franke Family Digital Humanities Laboratory
- Participating in digital humanities consultations with students, faculty, and staff

Preferred Qualifications

The DHLab will provide mentorship and technical training as needed for the position. Preferred qualifications for applicants include:

- Strategic planning and organizational skills
- Ability to work independently/take initiative
- Strong writing skills
- Effective team player
- Curiosity and willingness to learn

Learning Objectives

Through this position, the fellow will gain:

- Knowledge of digital humanities tools, techniques, and theories
- Familiarity with best practices in project and lab management, as well as in communication and outreach
- Experience working with and writing code for the web with version control software, including but not limited to HTML, Markdown, the Unix Shell, Git, and GitHub
- Experience collaborating on a digital humanities team that includes a director, program manager, user experience designer, and developers
- Along with collaborating on DHLab initiatives, the fellow will have the opportunity to meet with DHLab staff—all of whom studied in the humanities and digital media—to learn more about their unique career paths and what prepared them for their current positions.

International Strategy Fellow – Yale Office of International Affairs

Mentor: Donald Filer, Associate Vice President for Global Strategy

The [Yale Office of International Affairs](#) (OIA) is a university-wide resource that serves as the global liaison for all students, faculty, staff, and organizations involved in international activities and initiatives. Combining regional expertise with administrative capabilities, OIA fosters connections within the Yale community and abroad, while further strengthening Yale's position as a leading global university.

OIA seeks an International Strategy Fellow to support the strategic planning of Yale's initiatives abroad. The fellow will help to determine if and how Yale should expand its presence in a particular region or country, whether through a physical presence or through a topical area such as development economics, liberal arts, women's education, leadership, or the evolving role of higher education. The fellow will inform the strategy of the office by helping to address questions such as:

1. Why is the geographical area important to Yale?
2. What worked and did not work in our earlier initiatives?
3. What is the higher education landscape, and what does it imply for our opportunities?
4. What is the interest level of Yale faculty research in the area?
5. How many students travel to the area for research, study, internships, or other reasons?
6. How many Yale alumni live in the area and what is their level of engagement?

In addition, the fellow will have mentoring opportunities with the host mentor, including job shadowing and conversations with members of Yale's senior administration.

This position will be a great fit for a PhD student with strong research, organizational and communication skills and a desire to gain experience in strategic planning!

Exhibition Curation Fellow – *Medical Historical Library at the Cushing/Whitney Medical Library*

Mentor: Melissa Grafe, Ph.D., *Head of the Medical Historical Library, John R. Bumstead Librarian for Medical History*

Join us for a fellowship that encompasses exhibition curation! The [Medical Historical Library](#) at the Cushing/Whitney Medical Library contains one of the nation's best collections of current and rare history of medicine books, prints, posters, drawings, and photography, as well as a growing archives program.

The fellow, under the guidance of the Head of the Medical Historical Library, and with the assistance of Medical Historical Library staff, will create an exhibition that would eventually be installed in the Cushing Rotunda of the Medical Library. The fellow will help with topic selection, research the material, develop themes, select objects, create case layouts and labels, and develop programming and media. Depending on time, the fellow will also have an opportunity to learn how to use Omeka, an online exhibition platform, to create a digital version of the exhibit. The fellow will have the opportunity to learn aspects of exhibition curation and public history, hone research skills, develop project management skills, and get deep exposure into the world of special collections.

The fellow will need to be highly organized. Strong communication and collaboration skills are a must. Fellows are expected to learn quickly and work independently, and be flexible. The fellow will also be expected to pass a background check.

Content Strategy Fellow – *Yale Information Technology, Web Services*

Mentor: Franz Hartl, *University Webmaster*

The [Web Services](#) team manages, builds, hosts, and supports many of the University's websites. One key function is to help Yale organizations develop their web content strategy, which guides the creation and delivery of timely, user-centered, goal-driven content. Content strategy may consider a host of factors including user experience, design, information architecture, copywriting, marketing, search engine optimization, and stakeholder needs.

The Web Services Team is looking to hire a Content Strategist Fellow to work on content-first website projects. The fellow will learn and apply content strategy fundamentals and will work closely with colleagues on the team. The fellow will also have the opportunity to strengthen content strategy deliverables and educate members of the community about web writing techniques and improving training resources.

No previous web development experience is necessary! We are looking for any applicant with basic computer skills, strong initiative, and an interest in learning about web content strategy.

Student Programs Fellow – *Yale Peabody Museum*

Mentor: David Heiser, *Director of Student Programs*

The [Yale Peabody Museum](#) is one of the oldest and largest university natural history museums in the world. The Yale Peabody Museum Office of Student Programs was established in 2016 to support the teaching and learning mission of Yale University, and to coordinate and foster the engagement of Yale students in the activities of the Peabody Museum across all of its departments and divisions. Currently, 1000+ students learn from Peabody objects and specimens as part of their coursework, and well over 100 students each year develop sustained, long-term relationships with the Museum as research interns, advisors and student employees.

The Student Programs Fellow will administer or assist with a wide range of tours and guided programs given by Yale students for Yale courses, student groups and the public. These include our well-established student-led collections tours and a budding set of outdoor programs on campus and on Yale's natural properties. Improvements taking place on Peabody-owned Horse Island (in the Thimble Islands) this summer and fall will provide an opportunity to help us launch off-site educational programs that will require planning and development, recruitment, training, communication with target audiences and the management of logistics such as transportation and scheduling. The Fellow may learn to give tours themselves during their work, and may get involved in other science communication efforts of the Student Programs Office as time and interest allow. The Fellow will work as part of a team in which clear and timely communication is essential, and the time-dependent nature of much of the work will offer opportunities to develop organizational and time management skills.

Journalism Initiative Fellow – *Yale Journalism Initiative*

Mentor: Mark Oppenheimer, Ph.D., *Director*

The [Yale Journalism Initiative](#) is a project of the Yale English department, in concert with the Yale College Dean's Office. We support students—mostly undergraduate, but some graduate and professional—who are interested in exploring the field of journalism. We support them with an advanced class in journalism, which is the gateway class for the program (listed as Engl 467); career counseling for finding summer internships and, later, jobs after graduation; funding for summer internships, for those with demonstrated financial need; special programs on campus; and an alumni network of those who have graduated from the program, designated as Yale Journalism Scholars.

The fellow will have to be a self-starter as a project manager, for a project that will likely include: research in existing alumni databases; using the web and other resources to track down program alumni who are not in the existing databases; creating a survey tool to find out about the alumni; using reporter/researcher skills to do more qualitative interviews with a subset of alumni; conceptualizing the best possible website and web tools/widgets for an alumni page; acting as a liaison to web designers within Yale to build out the web resource; seeing the project to completion, so that we have an up-to-date alumni record and a user-friendly web resource with all relevant information.

Because other schools and departments, at other universities, have already explored these issues, the fellow will, in researching current best practices, learn a great deal about higher education, alumni networks, and—interestingly—web privacy. Some people no longer want to be in alumni databases, or want tight control over what information they share. The fellow thus will have to think philosophically about how to balance our need for information with the alumni's need to control that information. The fellow will help develop guiding principles, and then apply them.

Student Affairs Fellow – Yale College Dean’s Office: Student Affairs

Mentor: TBD

The [Office of Student Affairs](#) provides critical support, advocacy, information, and guidance to undergraduates. The office oversees First-Year Affairs, Student Organizations, Student Discipline, The Office of Gender and Campus Culture, the Alcohol and Other Drugs Harm Reduction Initiative, Undergraduate Housing, and student emergencies.

Possible Projects

- Student Organization Leadership Training: each year we run a training for 1500 student organization leaders, this year will be especially important because we are launching a new online platform for student organizations
- First-Year Orientation review: gather feedback about orientation and work with the Office of Institutional Research to run a survey of all first-years
- Student Organization Registration
- Large Event Advising and Tracking
- Office Research Projects

Learning Goals

- A deeper understanding of the work of Student Affairs
- Insight into the undergraduate experience
- Increased data and analytical skills
- Increased technical skills
- Opportunities to hone people skills
- An introduction to university administration

Skills Required

- Excellent written and oral communication
- Superb organization
- Experience collecting and interpreting data
- Ability to use Word, Excel, and PowerPoint well
- Basic web editing ability (no coding needed)
- Strong inclination towards collaboration
- Willingness to ask for help/more information
- Sense of humor

Program Development Fellow – *Yale Prison Education Initiative at Dwight Hall*

Mentor: Zelda Roland, Ph.D., *Founding Director, Yale Prison Education Initiative at Dwight Hall*

The [Yale Prison Education Initiative](#) (YPEI) at Dwight Hall offers a Fellow the opportunity to work with a new program that brings access to rigorous liberal arts classes to incarcerated students in Connecticut. To date, YPEI has offered incarcerated students credited Yale College courses in English, Art, Latin, Sociology, and Philosophy through a unique partnership with Yale Summer Session, in addition to a range of year-round not-for-credit programming and workshops offered by faculty from across the university, including recent seminars in Ethnicity Race & Migration and Physics.

This fall, we will be working to expand YPEI into a year-round credit-bearing program and establish a new partnership with another university to begin offering Associate's degrees in prison. The graduate fellow will have the option of choosing from a variety of projects of interest, including but not limited to: helping with on-site (in-prison) program and class coordination; recruiting and coordinating guest visits to prison from faculty; facilitating materials/research requests and academic resources for incarcerated students in coordination with our on-campus partners; coordinating undergraduate/graduate student assistance; assisting with academic administration as we build our new degree program; assisting with on-campus events; grant-writing and development; coordinating with other national higher education in prison programs and criminal justice organizations; and working on program assessment.

This is a unique opportunity to learn about the growing field of higher education in prison and our own program at Yale. There is an excellent opportunity for mentorship with our director, who has mentored many graduate students who have gone on to careers in teaching or administration in other college-in-prison programs, criminal justice and social justice work, and work related to expanding higher education access. The graduate fellow will also be exposed to our larger network of college-in-prison programming and related organizations in education and criminal justice, building a vocabulary and understanding of this sector. Our program is a part of the Bard Prison Initiative's Consortium for Liberal Arts in Prison, and we also frequently interface with colleagues through the Consortium as well as with local and regional programs, including through participation in a new regional working group about teaching STEM courses in prison. This is also an opportunity to learn about higher education administration as we negotiate our new degree, as well as to learn basic office skills and software.

Required Background

The ideal candidate will have some teaching experience on campus, be passionate about expanding higher education access, and be interested in working with (and on behalf) of an unconventional but dedicated and ambitious group of excellent students in a carceral setting. This opportunity is well-suited to those with an interest in growing

national conversations around higher education access and criminal justice reform. No experience teaching in prisons or working on issues around criminal justice is necessary.

The fellow will select projects in coordination with the supervisor; if the fellow desires to work on a project based inside the prison, a driver's license is highly recommended, as we work in a high/maximum security state prison in Suffield, CT, about a 50-minute drive from campus (Dwight Hall vehicles are available for instructor use). The fellow would also be required to undergo a background check and volunteer orientation at the prison, as well as a brief orientation with YPEI, prior to being cleared for regular entry.

Advocacy Fellow – Yale Office of LGBTQ Resources

Mentor: Maria Trumpler Ph.D. '91, Director, Office of LGBTQ Resources; Senior Lecturer, WGSS

The [Office of LGBTQ Resources](#) offers education, advocacy and outreach around issues of sexual orientation and gender identity. We also use our space at 135 Prospect St to create a visible community among LGBTQ staff, faculty and students.

The fellow would design and perform a needs assessment of how we can better support graduate and professional students who are gender and/or racial minorities. This might be done by surveys, focus groups and conversations with key individuals. In the second half of the semester, the fellow would organize and host four events designed to meet the needs of these communities.

This project will allow the Fellow to think deeply about the cultivation and nurturing of inclusive spaces on campus. It will enhance listening skills around experiences of graduate school that may be different than the fellow's. And it will challenge them to develop true partnerships to make the programming initiatives successful.

Communications and Content Strategy Fellow – *The Yale Review*

Mentors: Meghan O'Rourke, *Editor in Chief*; Andrew Heisel, Ph.D., *Managing Digital Editor*

[The Yale Review](#) is America's oldest literary journal. Founded in 1819, the *Review* is in the midst of an ambitious relaunch as an expansive digital and print publication under its new editor-in-chief, Meghan O'Rourke.

The incoming fellow will gain experience across a range of activities central to magazine publishing in 2020, with a primary focus on digital growth, user engagement, event planning, and social media development, as TYR launches its new web publication in Fall 2020. Working closely with the managing digital editor, the Fellow will be responsible for helping execute TYR's social media strategy on a variety of platforms, including Twitter, Facebook, LinkedIn, and Instagram, with a focus on cultivating an audience using creative modes of outreach, including a pioneering newsletter. The fellow will help write the newsletter and develop a meaningful framework for how a *Review* Facebook post should be different from a *Review* Twitter post, creatively devising content to have the greatest impact in assorted social media platforms. Over the course of a year, the Fellow will work with the editors to translate user engagement data into institutional action points.

Along the way, Fellows receive training not only from our editor in chief, an award-winning author and former editor at *The New Yorker*, *Slate*, and *The Paris Review*, but will also engage in learning sessions with assorted industry professionals. Recent fellows took part in discussions with editors at *The New Yorker*, *The Atlantic*, and *Slate*, as well as strategy sessions with a web strategist for *The Paris Review*, *Lapham's Quarterly*, and *The London Review of Books* and members of one of New York's leading design firms, Pentagram.

Fellows will leave with extensive hands-on experience in what it means to work in content strategy, social media, and communications at the highest echelons of literary/intellectual publications.

Fellow responsibilities:

- Managing multiple social media accounts and guiding their strategies
- Crafting original content for weekly newsletter
- Exploring site traffic analytics to better promote content
- Contributing to strategy sessions as TYR develops its site, newsletter, and podcast
- Proofing, copy-editing, web-editing, and other core elements of publishing

Desired qualifications:

- Familiarity with various social media platforms
- Interest in and experience with mainstream publishing
- Ability to work independently and take initiative

- Strong planning and organizational skills

Gender Equity Research Fellow - *Women Faculty Forum*

Mentors: Reina Maruyama, *co-chair (incoming)*; Naomi Rogers, *co-chair (incoming)*; Claire Bowers, *chair (outgoing)*

The [Yale Women Faculty Forum](#) works across campus on issues related to gender equity and higher education. We combine research (especially related to current and historical trends on campus) with outreach and mentoring to organize events on all aspects of gender.

WFF seeks a GPE Fellow to work with us on our projects. The work will include support of the organization's scholarly and advocacy goals, which may include data collection, analyses, report or publication writing; and facilitating collaboration with other campus organizations. The work will most likely relate to the history of co-education on campus and continuing questions of diversity and inclusion. We are also working on the ways in which impacts of COVID-19 are gendered. There is substantial opportunity to develop specific research projects in collaboration with the WFF co-chairs and we welcome initiative and flexibility in proposing and developing research ideas.

The GPE fellow will get a chance to apply research skills on a variety of topics, and learn how to manage interdisciplinary research work across multiple areas. The GPE fellow will work with a team (including the co-chairs in WFF postgraduate associate) and gain skills related to presenting research in an accessible way. Previous WFF fellows have been employed in research positions (e.g. in public health) and in teaching positions in education. There are substantial opportunities for mentoring with faculty. This work has a broad social impact, particular related to gender.

Strong written and oral communication skills are required, along with initiative and organization. Some technical experience with graphic design layout is desired but not essential. Some experience with statistics is also desired, but not essential. We welcome applications from all academic backgrounds (no particular experience with academic research in gender is required); however, we encourage applicants whose research work intersects with gender. As mentioned above, there is substantial opportunity to work with us to develop research plans that particularly fit the fellow's interests and expertise.

Sustainability Analyst Fellow - Yale Office of Sustainability

Mentor: Amber Gerrard, Senior Manager

The [Yale Office of Sustainability](#) works to advance sustainability within the Yale community by acting as a catalyst for information exchange and facilitating capacity building, innovation, streamlined operations, and preparation of tomorrow's sustainability leaders.

The Sustainability Fellow for Campus Resilience will support the development of the Yale Resilience Plan by assisting with research, analysis, and stakeholder engagement. This plan will consider how threats associated with climate change make the university vulnerable to chronic stressors and acute shocks and help develop mitigation and adaptation strategies that enable our natural, infrastructure, and social systems to be better prepared to respond.

The Sustainability Fellow for Campus Resilience will develop their analytical skills, written and oral communications, and project management. Responsibilities will vary depending on the background and interests of the candidate. Tasks may include, but are not limited to:

- Assisting with a campus vulnerability assessment
- Conducting interviews with campus and community stakeholders
- Researching and recommending resources that can be adapted for use by Yale (e.g. CIRCA, FEMA, CDC, mapping tools)
- Providing subject matter expertise on one aspect of resilience (e.g. buildings, stormwater, social vulnerability, etc.)

Digital Strategy Fellow - *Manuscripts and Archives*, Sterling Library

Mentor: Mary Caldera, Associate Director for Technical Services

[Manuscripts and Archives](#) in Sterling Memorial Library seeks a research fellow that will explore the application of digital humanities tools and methods to born digital archives (personal papers and organizational records that originated on a computer). Archival repositories are tackling a growing number of acquisitions of born digital archives. In the last 20 years the profession has made great strides in safely acquiring the materials and preserving them. However, the format and volume of these materials pose challenges of scale to traditional archival processes.

We are seeking a fellow with an interest in Digital Humanities (DH) to explore how DH tools can be applied to born digital archives and what we can learn from that application. The fellow will learn about the pressing need for archival repositories and how current repositories manage born digital materials.

Fellow responsibilities:

- Researching current solutions to acquiring and preserving born digital materials
- Conducting interviews with Sterling Library staff
- Writing a report that recommends DH tools that will address our needs
- If time permits, developing scripts and helping train staff on recommended applications

We welcome any applicants who are interested in the archival challenges of the digital age—prior experience with DH tools is a bonus, but not necessary!

Academic Affairs Fellow - Yale College Dean's Office

Mentor: Joel Silverman, Ph.D., *Director of Academic and Educational Affairs, Yale College Dean's Office*

The [Yale College Office of Academic 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.

Fellow responsibilities:

- Provide pedagogical and logistical support (reviewing applications from instructors, hosting campus interviews of applicants for college seminar teaching assignments, and assisting with syllabus development) for the First-Year Seminar program and the Residential College Seminar program.
- Assist staff with reviewing materials and preparing for committee meetings of the following standing committees in Yale College: the Committee on Teaching and Learning; the Course of Study Committee; the Committee on Advising, Placement, and Enrollment; and the Committee on Honors and Academic Standing; the Committee on Teaching in the Residential Colleges; and the Eli Whitney Students Advisory Committee.
- In collaboration with the Director of Eli Whitney Student and Transfer Student programs, collect and analyze data sets, and prepare charts from the data for distribution to other colleagues and units on campus.
- Conduct research on programs at other colleges and universities for best practices in academic administration.

Desired Qualifications:

- Attention to detail. Much of the work of this office relies upon the accuracy of records.
- 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.
- Reliability. Although the work schedule is flexible and can be partly done remotely, it is important for the Fellow to be consistently available.
- 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.

Digital Curation Fellow - *Beinecke Library*

Mentor: Melissa Barton, Ph.D., Curator of American Literature, Drama and Prose

[Beinecke Rare Book and Manuscript Library](#) is Yale's chief repository for rare books, manuscripts, and archives relating to the humanities. Beinecke's collections span nearly the full history of recorded human endeavor and are especially deep in documenting Europe, Asia, and North America. In addition to hosting a vibrant reading room and a variety of public programming, Beinecke offers robust support for instructors wishing to bring their students for one or more class sessions, as well as hosting several courses for the full semester each term. The Library hosts some 550 class visits every academic year. For many of these visits, Beinecke actively consults, selects, and presents materials from the collections to visiting students. Staff may also provide further one-on-one consultations with students from visiting courses.

Working closely with Beinecke Curators, the Fellow will help prepare materials to be used in online instruction with the advent of Covid-19. Materials may be needed from all parts of Beinecke's collections, and the Fellow will be expected to work on subjects beyond their field of specialization. The Fellow may also provide one-on-one consultations with students seeking help in searching the collections.

Fellow responsibilities include:

- Collaborate with Beinecke Curators to prepare simple web exhibitions, sets, or modules with materials digitized from across Beinecke's collections
 - Prepare layouts of these materials in a user-friendly software interface
 - Research and write text to contextualize the materials
 - Work with Curators to disseminate web-based materials to interested faculty
- Research, select, and present materials for first-time visits
- Provide one-on-one consultations for student researchers, with an eye to providing assistance in finding materials that may be used remotely
- In consultation with Curators, collaborate with faculty to determine how the Fellow may best support students on specific assignments

Desired qualifications:

- Attention to detail, ability to work independently/take initiative
- Reliability and ability to meet deadlines
- Excellent written and oral communication skills
- Experience teaching in the humanities (preferred: experience teaching with collections)
- Collections research experience (rare book, manuscript, or archival research experience)
- Skills in languages other than English welcome

Editorial Fellow - *Yale Alumni Magazine*

Mentor: Mark Branch, Executive Editor

The [Yale Alumni Magazine](#) is a bimonthly print magazine, published by the university and sent to more than 140,000 Yale alumni. Founded in 1891, the magazine was until recently an independent nonprofit, and its editorial discretion and adherence to journalistic standards continue under Yale's supervision. The magazine reports on issues and events at Yale and also publishes profiles and news of alumni.

Working with the executive editor and others on the magazine's eight-person staff, the Fellow will assist in the editorial process for the print magazine, website, and social media platforms.

Fellow responsibilities:

- provide research assistance for editors of upcoming articles.
contribute to the magazine's social media presence with posts and photographs.
- help to monitor comments and maintain the magazine's website.
- participate in fact-checking articles for the print magazine.
- write short items for the print magazine and, commensurate with experience and ability, perhaps longer articles.

Desired qualifications:

- experience and facility with online and library research
- experience and skill with writing for a general audience
- initiative and problem-solving ability
- attention to accuracy
- reliability

Communications Fellow - *Graduate School of Arts and Sciences (GSAS)*

Mentor: April Swieconek, Director of Communications

The Graduate School of Arts and Sciences regularly communicates with approximately 3,000 graduate students, the Yale community, GSAS alumni, and the public through a variety of platforms. The Communications department is responsible for messages from the deans, content development, social media, interactions with the media, crisis communications, and other needs as they arise.

Working with the director of communications, the Fellow will assist with social media strategy and implementation, reporting on graduate student stories and issues, applying website updates, reporting on graduate school activities, and copyediting.

Fellow responsibilities:

- working with the director of communications to develop a social media calendar and content
- preparing Yale Alumni News submissions
- interviewing students and faculty for story development
- writing articles and other items

Desired qualifications:

- strong writing skills, especially for a general audience
- familiarity with social media
- web experience
- sensitivity to deadlines
- attention to accuracy
- genuine curiosity about research and how it can benefit society and the planet

Science Communication Fellow – Provost Office Research Team

Mentor: Angelika Hofmann, *Strategic Projects and Communications Advisor*

Overview

The [provost office](#) is Yale's chief educational and administrative office after that of the president. The Office of the Provost oversees academic policies and activities university-wide, has direct oversight of all academic support units, and holds institutional responsibility for the allocation of resources. Within the Provost office, the [research team](#) works to encourage and support Yale research, innovative interdisciplinary scholarship, and groundbreaking medical and scientific discoveries, which are expanding human knowledge and helping to improve the human condition.

Job Summary

The incoming Fellow will help populate and maintain a new website for the research team in the provost office geared toward internal and external audiences. The fellow will have an opportunity for creative, forward-looking, and innovative thinking and for science writing, using web platforms for communicating to a broad internal and external audience. In this capacity, the Fellow will have exposure to a wide spectrum of Yale's research enterprise and contributions. In addition, the Fellow will shadow the Strategic Projects and Communications Advisor to learn about the workings of an administrative office at Yale, with exposure to project management, financial administration, and personnel management.

Desired Qualifications

The successful Fellow should be a doctoral student in a science-related field, although students from the social sciences or humanities are welcome to apply. The Fellow should maintain a solid grasp on writing and web skills. The Fellow should have experience liaising with researchers. Additionally, we are looking for the following:

- An enthusiasm for science and research in all fields
- Excellent communication skills
- Knowledge of basic computer and web applications, preferably even websites
- Forward-thinking attitude, creativity and innovation
- Attention to detail
- Ability to efficiently organize work time and manage projects
- Team player with good sense of humor