Graduate Professional Experience (GPE) Fellowship Instructions for Host Offices

The Graduate Professional Experience (GPE) Fellowship is an exciting new initiative by the Yale Graduate School of Arts and Sciences that enables Yale Ph.D. students to work on meaningful projects in administrative offices across the university. This program is designed to expand opportunities for doctoral students to strengthen their professional skill set and broaden their career exposure by working with experienced administrators outside of their academic programs. By hosting a fellow, offices across Yale can take advantage of the diverse array of skills that PhD students offer to advance their programming and projects.

Fellowship Terms

Eligibility	Fellows must be currently matriculated, Yale doctoral students in years 1-6 of their studies during the period of the fellowship.
Term	Fellows work at a Yale host organization under the guidance of the host mentor for 5-7 hours per week over 13-15 weeks during the fall or spring term.
Stipend	For the fall and spring terms, fellows receive $1500: GSAS contributes $1000 and the host office contributes $500.
Fellowship Renewal	Fellow positions with the host organization may be renewed for one additional semester. It is the responsibility of the host office to fund the full stipend of $1500 for the additional semester.

Fellowship Hiring Process

Student Applications	Applications will be posted on the Yale Career Link and also on the OCS website. Students will be required to submit a resume (not academic CV) and cover letter. Opportunities will be promoted by OCS and GSAS through newsletters, email and social media. Host offices are also welcome to circulate the fellowship application among their contacts. Host mentors will receive these materials within one week of the application deadline.
Interview Process	Host mentors are responsible for interviewing candidates within three weeks of receiving application materials. Since students can apply to multiple fellowships, mentors are asked to send a list of their top candidates to OCS in case the first-choice candidate is unable to commit.
Offer Letters	OCS will send out offer letters, and notify students who did not receive a fellowship position. OCS will also facilitate offer letter signing and send all award notifications to applicants.

Payment GSAS will administer stipend payments. After the fellowship position has been filled, OCS will send instructions to host offices on transferring their contribution of $500 to GSAS.

Fellow Projects

Under the direction of their mentor in the host organization, fellows may work on stand-alone projects, collaborate with staff on other programs or on-going projects, or contribute to day-to-day operational management. Their assignments should be designed so that fellows can make meaningful contributions to the work of the organization by leveraging their analytical, research, communications, and organizational skills and/or by developing new skills. Positions that primarily consist of day-to-day clerical duties are not appropriate.

Sample projects include, but are not limited to:

- Research and write reports
- Develop a strategic plan
- Design and execute events or other programming
- Organize qualitative information into databases
- Perform data analytics and visualizations
- Develop website content and structure
- Write fundraising proposals
- Develop and execute communications or outreach strategies
- Research and design a prospective curriculum

Other Mentor Responsibilities

In addition to guiding students in their project work, host mentors are expected to facilitate ways for students to improve their understanding about university administration and job functions. Opportunities could include job shadowing with the mentor, attending interesting meetings, or facilitating conversations with staff members.

We recommend planning a weekly meeting with fellows to check in on project progress and provide time for mentoring.

Fellow Onboarding Expectations

Host offices should reach out to their fellows two weeks before the start of the semester to arrange an onboarding meeting. At this meeting, host offices should discuss:

- Overview of project and expectations
- Work schedule
- Place of work
- Expectations about communication
- Frequency of meetings
- Final work products due at end of fellowship

Feedback and Reflections

Host offices and fellows will be asked to complete a brief survey and provide a reflection on the experience.

Tips on Crafting a Fellowship Job Posting

Please prepare a fellowship job description to submit with this form. Examples of job descriptions for previous GPE Fellowships can be found on the GPE Fellowship website (ocs.yale.edu/gpe-fellowships). In order to maximize student interest, we encourage you to keep the fellowship job descriptions relatively brief and student-centric. Key points to address include:

- A short description of your organization.
- What projects and/or tasks will your graduate fellow work on? The more successful project descriptions leave some room to refine a project with your fellow depending on their skills and interests.
- What are they going to learn during their fellowship? For this, you may consider professional skills that they will develop, exposure to career paths or job functions, mentoring and networking opportunities, and the broader social impact of their work.
- What particular skills or qualifications are preferred or required if any? These could be skills such as written and oral communications, project management, foreign language, leadership, initiative, organization, and collaboration as well as more technical skills.