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.

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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 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.