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.

This program will be piloted with a total of 24 fellowships in the 2020-21 academic year, with 12 semester-long fellowships in the fall and spring terms. A limited number of summer fellowships will also be available for Summer 2020. This program is supported by the Graduate School and administered in collaboration with the Office of Career Strategy.

**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 for 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.

- **Summer Fellowships:** A limited number of fellowships will be available for Summer 2020. Students will work 5-7 hours for 10 weeks, and will receive a stipend of $1000 ($500 from the Office of Career Strategy and $500 from the host office).

**Fellowship Hiring Process**

- **March 5:** Deadline for Summer and Fall 2020 host offices to submit final approved job descriptions to OCS. Please submit job descriptions by following the instructions on this form. See more details below.

- **March 11:** Applications will open and positions will be visible to students. Fellowship positions will be posted on the Yale Career Link and also on the OCS website.
by this date. The GSAS webpage on Professional Development Opportunities will also contain a link to the OCS Fellowship webpage. 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.

**April 5:** Students will be required to submit a resume (not academic CV) and cover letter to the Yale Career Link by this date. Host mentors will receive these materials shortly after the deadline.

**April 17:** Host mentors are responsible for interviewing candidates, preferably in their office and notifying OCS of their hiring decision before this date. OCS will provide an offer letter to both host and student to be signed.

### 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

### Feedback and Reflections

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

### 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.

**Tips on Crafting a Fellowship Job Posting**

In order to maximize student interest, we encourage you to keep the fellowship descriptions relatively brief and student-centric. Submit your fellowship description [here](#). Key points to address include:

- What does your organization do?
- What projects and/or tasks will your graduate fellow work on? In some cases, you may wish to 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 skills or qualifications are preferred or required? These could skills such as written and oral communications, project management, foreign language, leadership, initiative, organization, and collaboration as well as more technical skills.

This fellowship program is inspired by similar programs at Columbia and Princeton. You may read some of their host project descriptions [here](#) and [here](#).