Communications University Administrative Fellow

Looking for an opportunity to connect with the greater campus and surrounding community? Want to build and enhance your communications skills? Join our team!

How to Apply:

The Pace Center for Civic Engagement is seeking a Communications University Administrative Fellow (UAF) for the 2019 Fall Semester. This position will report to Gwen McNamara, Communications Specialist with the Pace Center for Civic Engagement. Interested applicants should submit a copy of their resume, cover letter, and at least one writing sample via email to Gwen McNamara at gwenm@princeton.edu. Writing samples can include excerpts of writing you’ve done through your research or academic work, items you have published, and/or material you’ve written for websites, publications, brochures, or other marketing or public relations work.

Start Date: September 9, 2019
End Date: January 24, 2020

Potential Projects and Research Questions:

1. **Re-scripting Princeton’s “Service” Narrative:**

   Service is by definition broad and diverse at Princeton University. It is described as “responding to the needs of the world” in University strategic planning documents. Princeton University President Christopher Eisgruber talks about service as a mindset. When asked if they engage in service (very broadly defined) 79 percent of University undergraduate students say yes.

   How can the Pace Center for Civic Engagement bring greater clarity to what service is and why it matters – combatting both the University’s broad definition and stereotypical narrow associations of service with activities like volunteering and donating?

   Working collaboratively with other units on campus, like the Office of Communications and Office of Advancement, as well as peer centers at institutions like Brown and Stanford Universities, the UAF will help us inventory service messaging and develop a strategy to enrich the narrative of service through the Pace Center.

2. **Arming Our Influencers:**

   Through user research conducted in the spring of 2018, the Pace Center learned that undergraduate students seek to engage in service by talking first and foremost to other students. From research into the graduate student experience we learned that graduate students want to be more connected to service at the University. With the upcoming addition
of another residential college, we need to continue to hone our understanding of how to reach students.

The UAF will help us hone and expand our user research, and help us map our processes and opportunities for success. How can we sample the right combination of constituents to better understand their behaviors, preferences, and needs? How can we tailor our solutions to better meet these needs? What are our current communications practices and processes? How do they align or not align with findings from our user research? How can we make adjustments, stop doing things, or do new things to improve?

**Qualifications**

- Interest in service and civic engagement learning and how it can be integrated within a liberal arts education
- Exceptional communication skills with excellent interpersonal, oral, written and listening skills
- Ability to think critically and strategically
- Ability to meet deadlines
- Ability to work collaboratively with staff, faculty and undergraduates across disciplines and departments
- Experience with user research and process mapping is helpful

**About the Pace Center for Civic Engagement:**

At the [Pace Center for Civic Engagement](#), one of six units that comprise the Office of the Vice President of Campus Life, our mission is to make service and civic engagement part of the Princeton student experience. We help undergraduate and graduate students use service as a guiding lens for their educational experience and beyond.

The [Pace Center for Civic Engagement’s 2016-2019 Strategic Plan](#) has charted a course for the center. Since the center was founded in 2001, it has grown from a center focused on supporting the activity of service, to a center where learning and service are deeply connected.

As part of the collaborative Pace Center communications team, the Communications University Administrative Fellow will have the opportunity to engage with Pace Center staff and undergraduate student leaders, organizations and leaders in the surrounding community, as well as connect with other units on campus who also play a role in shaping and telling the story of service at Princeton University, including the Office of Communications, the Office of Advancement, the Office of the President, and a variety of centers and departments within Campus Life and the Office of the Dean of the College.