The Access, Diversity, and Inclusion (ADI) team in the Office of the Dean of the Graduate School is seeking two University Administrative Fellows for the 2019 Fall Semester. This is a unique opportunity for students with an interest in communications, research, and interdepartmental collaboration. Each UAF will work closely with an Assistant Dean and take ownership of a community-driven communications and marketing project to create a set of innovative materials for the Graduate School for outreach outside and engagement within Princeton.

For full consideration, applicants should submit a cover letter and their résumé via email by May 24, 2019 to Vanessa Gonzalez-Perez (vanessagp@princeton.edu) and Rayna Truelove (truelove@princeton.edu).

About the Graduate School and ADI Team:

At the Graduate School, we believe that demographic and intellectual diversity drives innovative research and discovery, it expands our capacity for teaching and learning, and it equips us for lives of leadership in an increasingly pluralistic society. To achieve our academic mission, therefore, requires Princeton to identify, attract, and develop the most promising individuals from as many segments of society as possible. To that end, we aspire to be a truly inclusive community in which individuals of every nationality, religion, gender, race/ethnicity, sexual orientation, ability, political viewpoint, socioeconomic status, and veteran status can flourish.

The ADI Team has two main functions:

1. Access/Outreach: We promote access to a Princeton graduate education by partnering with academic departments to identify and admit the broadest and richest pool of scholars for our master’s and doctoral programs. We aim to meet prospective students at recruitment and outreach events each academic year.
2. Inclusion/Community: We support students to achieve their full potential through mentorship, programming, and partnership with academic departments.

Learning Objectives for UAF:

The UAF will gather the perspectives of departmental faculty, staff, and graduate students to capture the essence of various departments in the Graduate School. The project’s expected outcome is to assemble this data and interactive research into a set of multimedia materials that highlights each program.

The UAF will have the opportunity to learn by working on the following:

- Collaborate with the deans to establish a protocol for engagement and data collection for select departments
- Identify graduate students, faculty, and staff and interview them to gather content for multimedia communications (e.g., quotes, insights, short videos)
- Participate at ADI team meetings and present summaries and updates regularly to monitor progress and development of the project
- Write and develop content from interviews and research in partnership with the ADI team and communications staff

Qualifications:

- Strong interpersonal/communication skills
- Creativity and initiative
- Collaboration-minded with interdisciplinary interests
- Commitment to building and participating in an inclusive community
- Excellent writing skills
- Basic computer skills (e.g. Microsoft Office Suite)