Office of Alumni Affairs
Reporting To: Senior Associate Director and/or Associate Director for Graduate Alumni Relations
Position Start Date: September 17, 2019
Position End Date: February 1, 2020

The Graduate Alumni Relations team in the Office of Alumni Affairs, seeks applications for the University Administrative Fellows (UAF) program. Applicants should submit a cover letter and one copy of their résumé via email to James M. Van Wyck (jvanwyck@princeton.edu).

**About the host location:**

The Office of Alumni Affairs partners with thousands of Princeton alumni volunteers as they carry out the Alumni Council’s mission of engaging as many alumni as possible in the ongoing life of the University in mutually beneficial ways and supporting alumni initiatives that promote the goals of the University. Within the Office of Alumni Affairs, the Graduate Alumni Relations team focuses on the engagement of graduate alumni through initiatives with the Association of Princeton Graduate Alumni (APGA). These include Reunions, regional events, Alumni Day, on campus conferences (Many Minds, Many Stripes), Earned Your Stripes celebration for graduate students, Commencement Reception for graduate students, special gatherings with the Dean of the Graduate School, and departmental engagement.

**Learning Objectives:**

The UAF will work closely with the Graduate Alumni Relations team to research and evaluate opportunities for expanded communication with graduate students and alumni through their academic departments. Projects and responsibilities will include but may not be limited to:

- Assisting in the annual process to highlight the Jacobus Fellows on Alumni Day
- Surveying academic departments to determine their current level of contact with graduate alumni
- Possible focus groups with current graduate students to determine how they would like to be engaged through their department after graduation
- Identifying departmental communication and other campus resources that could assist in outreach to graduate alumni

**Qualifications:**

Applicants for the UAF position will be expected to have:

- Strong research and writing skills
- Strong communication and interpersonal skills
- An interest in community engagement
- Basic computer skills