University Administrative Fellow, Program for Community-Engaged Scholarship

Reporting To: Leah Anderson, Associate Director  
Position Start Date: Monday, September 9, 2019  
Position End Date: Friday, January 24, 2020

The Program for Community-Engaged Scholarship seeks applications for the University Administrative Fellows (UAF) program. Applicants should submit a cover letter and résumé via email to Leah Anderson at leah.anderson@princeton.edu.

About the Program for Community-Engaged Scholarship

The Program for Community-Engaged Scholarship (ProCES) is where service meets the curriculum, connecting students' academic work with their interests in and concerns for local, regional, national, and international communities. Students may participate in community-engaged learning in courses or, in a more in-depth manner, as part of program-funded junior or senior independent work. Depending on the context, students might develop a theater piece with local youth, create a film, or review the scholarly literature on a key issue for the staff of a busy nonprofit organization. Some students will work with professors and community leaders to conduct a research project and to share their conclusions with organizations that can make use of their work. ProCES courses also equip students with a theoretical or historical foundation for ethical engagement with communities. ProCES works with over thirty courses a semester across all academic divisions and engages with hundreds of undergraduate students each year. The program used to be known as the Community-Based Learning Initiative (CBLI).

Learning Objectives

ProCES seeks a UAF Fellow who is interested in contributing to a conversation about enhanced campus collaboration and support for the public engagement and broader impact work of faculty members. The ProCES UAF Fellow will also learn about community-engaged scholarship by participating in the office’s ongoing work with professors, undergraduate students, and community partners. Graduate students from all academic disciplines are welcome to apply.

The UAF will work closely with the Associate Director to develop a work plan on Broader Impacts, which could include 1) research of programs at peer institutions; 2) organizational support for joint meetings with other campus offices and programs including science outreach and education professionals, community-engaged campus programs, and academic departments; 3) support for new research and initiatives that develop from these conversations. This cutting-edge work would be an excellent opportunity for graduate students with an interest in the relationship between research and the broader public.

The UAF fellow will also support core ProCES program goals by joining meetings with professors to talk about their service-focused courses, visiting classes to introduce community-engaged projects, and supporting the development of communication tools such as our student-oriented newsletter and the ProCES website. The fellow could also help to develop new programs aimed at graduate students.
Through interaction with ProCES courses and community partners, the UAF fellow will also learn about challenges facing our local community and develop an awareness of different local responses to these challenges. The fellow could choose to participate with students or staff in visits to community partner sites.

Qualifications

Students who are interested in higher education administration, the public impact of academic research, and nonprofit work would find this position rewarding. Prior experience working in communities or implementing Broader Impact plans would be beneficial, but is not required.

Applicants for this position will be expected to have:

- Strong research and writing skills
- Interest in community-engaged scholarship and/or the broader impact of research
- A strong sense of priorities balanced by flexibility
- Ability to work well as part of a small team