Position: University Administrative Fellow (UAF), *Princeton Writes*
Reporting to: John Weeren, Director, *Princeton Writes*
Start date: September 23, 2019
End date: January 25, 2020

*Princeton Writes* seeks applications for the University Administrative Fellows (UAF) program. Applicants should submit a brief cover letter and resume via email to John Weeren (pwrites@princeton.edu) by June 1, 2019 for full consideration.

**About Princeton Writes:**
*Princeton Writes* was established in 2013 under the leadership of John Weeren, former assistant to and speechwriter for now President Emerita Shirley M. Tilghman, with the goal of enhancing the practical communication skills of Princeton University employees and students. Operating under the aegis of the Office of Human Resources and located in Dillon Court East, this innovative program provides a wide range of general and customized resources for those who wish to strengthen their command of the written and spoken word.

*Princeton Writes* is committed to helping employees and students develop their practical communication skills in a number of ways – through regularly scheduled and customized classes, through one-on-one tutorials, through campus writing and speaking groups, and through special activities that encourage and recognize excellence. For more information, please visit our website at pwrites.princeton.edu.

**Learning Objectives:**
The UAF will work closely with the Director and Assistant Director to plan a communications symposium tentatively scheduled for spring 2020 and will be responsible for helping to develop programming and promotion for the event.

In addition, the UAF will participate in campus writing and public speaking groups sponsored by *Princeton Writes*, manage data, write blog posts and assist with administrative tasks in support of our classes, which cover everything from email etiquette to storytelling. The UAF will also be invited to design and lead a workshop on a communications-related workshop of their choice.

Above all, the UAF will have the opportunity to become familiar with and help shape the future of an innovative writing center that focuses on the many non-academic needs of employees and students.

**Qualifications**
Excellent writing and verbal skills
Strong organizational skills
Attention to detail
Demonstrated ability to work collaboratively
A strong interest in non-academic writing and public speaking