University Administrative Fellow
James Madison Program in American Ideals and Institutions

Reporting To: Matthew J. Franck, Associate Director,
and Ch’nel Duke, Communications and Undergraduate Programs Manager

The James Madison Program in American Ideals and Institutions seeks applicants for the University Administrative Fellows (UAF) Program. Interested applicants should submit a brief cover letter and resume via email to Ch’nel Duke (cduke@princeton.edu).

Proposed Start Date: September 9, 2019
End Date: January 24, 2020
During the appointment, the UAF will be expected to work an average of six hours per week.

About the James Madison Program
Founded in the summer of 2000, the James Madison Program in American Ideals and Institutions in the Department of Politics at Princeton University is dedicated to exploring enduring questions of American constitutional law and Western political thought. The Program is also devoted to examining the application of basic legal and ethical principles to contemporary problems. In celebration of its 20th year, the James Madison Program will launch several new initiatives including the two major projects in which the UAF will play a central role: podcasts and graduate programming.

Major Projects
Podcasts
The UAF will work closely with the Associate Director and Communications Team on the development of podcasts for the James Madison Program. This project will involve curating existing media content, researching and strategizing potential guests and podcast formats, and producing new content for future shows.

Graduate Programming
The UAF will also be tasked with putting together a proposal for JMP contributions to the graduate student experience at Princeton. Our goal is to increase graduate student engagement in the James Madison Program and identify key approaches to support and programming geared specifically to the graduate student population.

Outcomes
The UAF will have the opportunity to enhance the Madison Program’s reach on and off campus through development of JMP podcasts and a proposal for graduate programming. In addition, the UAF will have the opportunity to participate in weekly coffee discussions with James Madison Program visiting professors, post-doctoral associates, and graduate students. The UAF will also receive invitations to lunch seminars and post-lecture dinner talks with guest speakers throughout the semester. Through mentorship by the Associate Director and fellowship with visiting scholars, the UAF will work to achieve individual goals as well as develop supportive relationships with colleagues in an academic environment.

Qualifications
• Strong interpersonal skills with demonstrated ability to work collaboratively
• Interest in enhancing co-curricular graduate opportunities at Princeton
• Background or interest in political science, policy studies, or law preferred