

Outreach Fellow – Office of New Haven Affairs

Mentor: Maria Parente, Ph.D., Director, Pathways Programs

Virtual/remote work is a possibility for this fellowship and can be discussed during the interview. Contact Maria with any questions.

The [Office of New Haven Affairs](#) is looking for an energetic, detail-oriented student interested in providing support for Yale's coordinated, pre-college outreach initiatives, Pathways to Science and Pathways to Arts & Humanities. These initiatives bring local middle and high school students' to campus for a variety of events emphasizing hands-on learning and designed to increased students interest in STEM and arts fields through interactions with the Yale community. The graduate student would be responsible for providing logistical support and preparation for on-campus summer and fall programs.

Duties may include event preparation and coordination, preparing staff training materials and information for public school participants, planning program activities, ordering supplies and materials, maintaining student and volunteer information, and, if available and interested, working directly with youth involved in on-campus summer and academic year programs.

Ideal candidates will have: excellent organizational and interpersonal skills; ability to use Excel/Word; experience or interest in education and working with K-12 students; a good sense of humor; and, ability to work in a team. Hours and start/end dates are flexible. Come join us in inspiring the next generation of scientist and artists! Please see our websites and Instagram pages for a peak at what your university offers local young people!

yale.edu/scienceoutreach • [instagram.com/yalepathwaystoscience](https://www.instagram.com/yalepathwaystoscience) • [instagram.com/yalepathwaystoarts](https://www.instagram.com/yalepathwaystoarts)

Diversity and Inclusion Fellow – *Office of the Secretary and Vice President for University Life*

Mentor: Andrew Forsyth, Ph.D., *Strategic Advisor, University Life*

Do you have an interest in furthering the university's work on diversity, equity, inclusion, and belonging? Do you want to see how leadership is exercised to support, cultivate, and celebrate Yale's diverse community of students, faculty, staff, students, and alumni? [The Office of the Secretary and Vice President for University Life](#) is seeking a GSAS Professional Experience Fellow to work principally on projects for [Belonging at Yale](#) and on other activities to support student life and university events.

The position affords an opportunity to observe the whole university and participate in a central nexus of its administration. The fellow will work closely with a small team under the university's secretary and vice president for university life, Kimberly Goff-Crews: Andrew Forsyth '17 Ph.D., strategic advisor, university life; Blake Thorkelson, project manager, diversity, equity and inclusion; and Heather Calabrese, director of university events and communications.

Depending on the skills and interests of the fellow, work may include:

- Creating content for communications efforts
- Gathering information, synthesizing research, and producing memos on key aspects of diversity, equity, inclusion, and belonging
- Organizing, archiving, and completing university-wide projects
- Proposing and implementing database and other IT solutions to measure projects' progress

Required skills and competences are:

- Interest in diversity, equity, and inclusion issues in higher education
- Strong writing and communication skills
- Ability to manage projects, meet deadlines, and work independently
- Capacity to produce events and activities (logistics, publicity, etc.)
- Ability to maintain strict confidentiality

Desired skills and competences include:

- Understanding of diversity, equity, and inclusion issues in higher education
- Creative media skills (videography, graphic design, etc.)
- Statistical competency, knowledge of survey techniques, etc.

The fellow may mostly work remotely, although space is available at the office and regular face-to-face meetings will be required.

Sustainability Analysis Fellow – Yale Office of Sustainability

Mentor: Lindsay Crum, Metrics & Program Manager

Virtual/remote work is possible for this fellowship.

The [Yale Office of Sustainability](#) seeks a Sustainability Fellow to conduct a best practice analysis and landscape assessment of existing disposal data technologies. This work supports the Yale Sustainability Plan 2025's Materials goals, which seek to encourage reuse and waste reduction, and to identify tangible and measurable strategies for sustainable waste best practices.

Responsibilities will include understanding of Yale's current waste disposal systems; researching available disposal data technologies that measure waste; assessing viability of said technologies with Yale's current infrastructure; and compiling a set of recommendations. Reaching out to companies who have employed these technologies may also be within the scope of work.

The ideal candidate for this position is a self-starter with the ability to work independently while also providing frequent updates on progress. The ideal candidate is also: savvy with data; interested in materials management; flexible; open to collaborative brainstorming; organized; a clear communicator; and attentive to deadlines.