

## ***McDougal Graduate Student Life (GSL) Fellows***

### ***General Information***

The staff and students of the McDougal Graduate Student Center of Yale Graduate School are seeking candidates to serve as McDougal Graduate Student Life Fellows for the 2015-2016 academic year. McDougal GSL Fellows work together to enhance the quality of personal development, social and cultural life, and to build the Graduate School community. Participation as a McDougal GSL Fellow is an outstanding way to meet new people, develop leadership and administrative skills, gain useful experience for your resume or CV, explore specific academic, professional and social interests, and contribute to the graduate experience. McDougal GSL Fellows work in program teams, work as a group, and collaborate with the professional staff of the McDougal Center and other Yale offices. We welcome your application.

### **What do McDougal GSL Fellows do?**

While focused on service to the graduate student community, the ideas and initiative of the Fellows themselves define the range of activities for McDougal Fellows. Fellows usually work in teams of 2 or more. For the next academic year, we invite applications in the following specific areas:

- ◆ **Arts and Culture:** Promote development of grad student performance, music, and arts groups and promote performance events. Plan Center events like informal Common Room Talent Tuesday concerts, crafts classes, open mic nights and arts shows; work with Yale Rep on Grad Nights, organize outings to galleries, theatres, classical, opera & jazz concerts.
- ◆ **Family:** Plan activities, meetings, family brunches, play-days, and events for graduate students with children; promote existing family friendly resources in the Yale & New Haven community. Update Family web calendar and write regular Family E-Notes. Collaborate with Yale Worklife Office on programming.
- ◆ **International:** Working in cooperation with the International Center/OISS, plan events to serve international Graduate School Students: professional development, practical life skills, cultural issues, social events; publicize existing events and resources to the international student community.
- ◆ **Public Service:** Help graduate students contribute to the local community through giving and service. Organize drives, charity fundraisers, school volunteering, Second Saturday of Service, etc. Assist in promoting the value of the citizen-scholar and public engagement among grad students. Write Public service email Notes.
- ◆ **Religious & Spiritual Life:** Working in collaboration with the Chaplain's office, Fellows will offer programming and resources to serve a religiously diverse grad & professional school student community. Provide interfaith dialogue opportunities and assist students in connecting with religious and spiritual resources in the community. Fellows will be trained on issues important to religious diversity and holy days.
- ◆ **Social Life:** Plan regular social events like First Friday @ Five (FFF) happy hours, Grad Nights Out, baking contests, Winter Ball, and outings for grad students to meet one another and share interests across departments & programs. Plan programs that welcome diverse populations.
- ◆ **Sports & Recreation:** Plan events in sports and recreation at Yale and in the New Haven area: Grad Night @ sporting events, sports viewing events, board game nights, hikes, outings, boating, outdoor adventure; promote and celebrate G&P intramurals; work with Yale Athletics and NH Parks & Rec.
- ◆ **Wellness & Health:** Working in collaboration with Student Health Education of Yale Health, plan programs on wellness, health, and life skills in the grad student community - healthy eating, safer sex, stress management, yoga, fitness, prevention, etc; coordinate the work of the Graduate Health Ambassadors, student volunteers who help deliver wellness programs and outreach to G&Ps.
- ◆ **Technology & Communications:** Support the tech and communications needs of the GSL Fellows programs, including managing online ticketing, web calendars, blogs, Google docs, and forms for registration & assessment; analyze user data and traffic and some data mining. Use social networking sites (Facebook, Photobucket, etc) to promote events. Look for new tech tools to improve GSL group work and communications, and implement them as needed.
- ◆ **Coordinating Fellow:** Veteran GSL Fellow(s) who coordinates the work of Fellow program teams, organizes training, runs all-fellow meetings and Fellows events, write weekly McDougal Student Life Notes, meet with Center Staff, and serve as a liaison with other grad student and university groups. You must have been a McDougal Fellow previously to apply for the Coordinating Fellow position.

**Eligibility:**

- All full-time degree-seeking Yale graduate & professional students, registered and in good standing for the 2015-2016 academic year, are eligible to apply. Students in the Graduate School of Arts & Science are given priority for some Fellow positions. Preference is given to students who will be in years 2 through 6 of their degree program.
- Fellows must be in residence in the New Haven area for the academic year of their appointment.
- McDougal GSL Fellows may serve multiple years, concurrently or not. Current or previous Fellows must reapply each year.
- For **Family Fellows** only, a couple (graduate student and spouse/partner, with or without children) may apply together to share one Fellow position.

**General Responsibilities and Commitments:**

These are the foundation of a McDougal GSL Fellow's duties:

- Hold one regular weekly office hour in the McDougal Center between 9am-5pm
- Plan and evaluate 2-3 events/month in your specific Fellow program area
- Update program planning records and evaluations online
- Attend 2 training retreats, monthly all-Fellow meetings, and weekly or biweekly program meetings
- Work at the monthly First Friday @ Five (FFF) Grad Happy Hours, in shifts Fridays from 4-8pm
- Create content to update program area bulletin boards, web pages, and Center web calendar
- Help plan and lead GSAS New Student Orientation late August-early September
- Help organize All-Fellows events including fall Yale Day of Service (YDOS) and Winter Ball
- Help other Fellows in running large-scale events, as a member of a Fellows work team
- Collaborate with a variety of Yale departments and offices and New Haven merchants and groups
- Serve as a resource for other graduate & professional students

**Specific Responsibilities:**

Each Fellow is appointed to a specific program area. When you become a McDougal GSL Fellow, you commit to dedicating between 7-10 hours a week on average to Grad Student Life programs and duties. The time commitment is generally flexible enough to accommodate various lab, coursework, clinical, research, and teaching schedules.

**Selection Process:**

- Grad Student Life staff, and current McDougal GSL Fellows will make the selection of Fellows for 2015-16
- Interviews will be conducted with all eligible applicants in April
- We expect to appoint the 2015-2016 McDougal Graduate Student Life Fellows by the end of April/early May

**Terms of Appointment:**

- McDougal GSL Fellows for 2015-2016 will receive a total honorarium of \$4,700, paid August through May.
- McDougal GSL Fellows receive the honorarium in addition to any research, teaching, or other fellowship they may hold, subject to Graduate School & University policies. Note that certain prize fellowships (Whiting, Leylan, Javitz, etc.) may restrict their holders from accepting other awards or performing other paid work. Graduate Students with NSF Fellowships may be appointed as McDougal Fellows. Applicants should note their receipt or pending applications for such awards on the application form. The honorarium may affect certain need-based awards, such as student loans, so students should discuss the matter with their school financial aid officer as needed.
- Fellows have access to a shared office equipped with a networked PC and printer for their Center activities.
- 2015-16 Fellows must be available for training and planning in May and in mid-late August. Fellows' duties begin August 19, 2015.