The Presidential Fellow for the President’s Office will work closely with the President’s Special Assistant for Initiatives and Special Projects to prepare the President for speaking events and meetings, assist with preparation of his correspondence, and serve as a resource for both one-time and ongoing initiatives of the President’s Office. Duties include:

**President’s Speaking Engagements**
- Conducts research and acquires background information needed to develop talking points and briefing materials for the President’s speaking engagements and meetings
- Collaborates with senior leadership to develop and edit PowerPoint presentations for presidential remarks, including reports to the Board of Trustees, President’s Leadership Council, President’s Administrative Forum, and other campus meetings
- Serves as liaison to event coordinators, public affairs, and classroom technologies for event management
- Maintains office records of presentations and briefings

**President’s Correspondence**
- Collaborates with the correspondence team to log and complete bi-weekly mailings
- Drafts and edits various correspondences for the President

**President’s Office Projects**
- Assists on projects within the President’s Office as assigned; provides research and administrative support
- Works with Senior Assistant to the President and President’s Office Intern to coordinate student outreach and events
- Assists with development of web content for the President’s Office webpage
- Works as a member of a team that coordinates institutional events including convocation and commencement
- As needed, helps President’s Office address institutional issues in ways that advance the institution
- Handles confidential, sensitive information, exercises excellent professional judgment and discretion and interacts appropriately with Dartmouth constituencies that may include senior officers
- Participates in meetings, training programs, and events with the Presidential Fellows Program.

*Performs other duties as assigned*