The Presidential Fellow(s) for the Provost and Dean of the Faculty Offices will work closely with the administrative staff of the Provost and Dean of the Faculty offices to prepare the Provost and Dean of the Faculty for speaking events and meetings, assist with preparation of his/her correspondence, and serve as a resource for both one-time and ongoing initiatives of these Offices. Duties include:

**Provost or Dean of the Faculty’s Speaking Engagements**
- Conducts research and acquires background information needed to develop talking points and briefing materials for the Provost/Dean of the Faculty’s speaking engagements and meetings.
- Collaborates with senior leadership to develop and edit PowerPoint presentations for Provostial/Dean of the Faculty remarks.

**Provost’s/Dean of the Faculty’s Office Projects**
- Assists on projects within the Provost’s/Dean of the Faculty’s Office as assigned; provides research and administrative support.
- Works with senior administrators in the Provost/Dean of the Faculty office to coordinate student outreach and events.
- Assists with development of web content for the Provost’s/Dean of Faculty’s webpage.
- As needed, helps Provost Office/Dean of the Faculty 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, faculty, students and alumni.
- Participates in meetings, training programs, and events with the Presidential Fellows Program.

*Performs other duties as assigned*