The Presidential Fellow for the Office of Public Affairs will work closely with the Vice President for Communications and other senior managers within the division to support the development of materials for a broad audience including on-campus community, alumni and national and international media. Duties include:

**Media Relations**
- Helps to identify Dartmouth news and develops feature stories that will simultaneously advance the institution’s strategic goals and appeal to news organizations; working under the supervision of the Media Relations director.

**Issues Management**
- Assists Director of Media Relations and/or Vice President for Communications on matters of a critical or urgent public interest nature. Researches issues, effects necessary coordination, and helps to develop appropriate responses.
- Handles confidential, sensitive information, exercises excellent professional judgment and discretion, on special projects, as directed.

**Multimedia Story Telling and Social Media Marketing**
- Develops stories in a range of media formats, including text, video, audio, and graphics.
- Develops strategies to reach and engage audiences, using social media and other communications tools.
- Participates in meetings, training programs, and events with the Presidential Fellows Program.

*Performs other duties as assigned*