Proposed Title: Presidential Fellow - President's Office, Communications & Special Projects

Department: President’s Office  Position #: 1010494
Reports to: Chief of Staff  Category: Exempt

Position Purpose

The Presidential Fellow for Communications & Special Projects in the President’s Office will work closely with the senior leaders to prepare the President for speaking events, conduct research on key issues, and serve as a primary resource for a variety of initiatives of the President’s Office.

Key Accountabilities

Note: This is a 1-year term position with the possibility of promotion for a second year.

President’s Briefings and Speaking Engagements

- Conducts thorough 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 in the College to develop and edit material 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 Office Projects

- Manages longer term projects within the President’s Office as assigned; conducts extensive research, prepares briefings, plans and coordinates planning meetings, and implements programs.
- Actively participates in the United Way campaign for the College and represents the President's Office on the United Way Steering Committee.
- Provides significant input on conceptualizing, planning and executing student outreach.
- Represents the Office of the President in a variety of forums and meetings and provides meeting notes or minutes as needed.
• Works as a member of a team that coordinates institutional events including convocation, commencement, special anniversaries and one-time events; staffs events throughout the year.
• As needed, helps President’s Office address current issues in ways that advance the institution.
• Handles confidential, sensitive information, exercises excellent professional judgment and discretion and interacts appropriately with Dartmouth constituencies ranging from administrative support staff to senior officers.

_President’s Correspondence_
• Drafts and edits various correspondences for the President.
• Contributes to creation of web and electronic communications.

_Other duties as assigned_
• Participate in meetings, trainings, and events with the Presidential Fellows Program

## Position Requirements

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<tr>
<th>Skills and Knowledge</th>
<th>Experience</th>
<th>Education</th>
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<tbody>
<tr>
<td>• Exceptional interpersonal and communication skills</td>
<td>• Interest in higher education, or general management</td>
<td>Bachelor’s Degree</td>
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<td>• Strong organizational skills and an ability to plan and prioritize work</td>
<td>• Experience coordinating on-campus events or working with academic and student support staff highly desirable</td>
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<td>• Demonstrated writing/research skills, including preparation of PowerPoint presentations</td>
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<td>• Demonstrated analytical skills, including ability to work with databases</td>
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<td>• Ability to work independently and as a team member</td>
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<td>• Commitment to diversity and to serving the needs of a diverse community</td>
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<td>• Demonstrated proficiency in Word, Excel, database management and visual representation of data (charts, graphs, etc.)</td>
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<td>• Some travel may be</td>
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required; willingness to work nights and weekends