Proposed Title: Presidential Fellow - President’s Office, Special Projects & Operations

Department: President’s Office
Reports to: Chief of Staff
Position #: 1012097
Category: Exempt

Position Purpose

The Presidential Fellow for Special Projects & Operations in the President’s Office will work closely with senior leaders on a variety of projects, conduct research on key issues, and serve as a primary resource for selected finance and administrative functions.

Key Accountabilities

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

Project Management

Honorary Degree Process

- Collaborates with senior leaders on the year-long honorary degree nomination and award process. Conducts research on honorary degree nominees, updates honorary degree database in FileMaker Pro; prepares reports for President and Board of Trustees. Drafts letters, emails and minutes targeted to a variety of audiences
- Meets with faculty and alumni and prepares documents for Council on Honorary Degrees and Board of Trustees.
- Oversees the travel arrangements for all honorary degree recipients and their guests.
- Provides logistical support throughout Commencement weekend.

United Way Campaign

- Manages significant elements of the Dartmouth United Way campaign. Actively contributes as a member of the United Way steering committee, and as a member of the Communications subcommittee.
- Assists with creating the communications schedule, drafts email letters and notices to faculty and staff. Prepares minutes, distributes information, acts as a single point of contact for the campaign.
- Tracks fundraising and participation metrics, provides analysis on progress of campaign in comparison to previous years.

Presidential Fellows Program

- Helps plan monthly professional development opportunities for all fellows including orientation, meetings with senior leaders, identifying educational opportunities, meetings with Office of Professional Development. Provides feedback as needed.
• Organizes recruitment of new fellows by updating President's Office website, plans student information session, prepares ads and posters, as well as writes emails to raise awareness of program. Acts a primary point of contact for inquiries from students and alumni.

*Inside Dartmouth's Budget*

• Works directly with CFO and other senior leaders to prepare Inside Dartmouth's Budget course. Responsible for course signups. Coordinates the schedule with invited speakers and Classroom Technology Services. Uploads course materials and maintains website. Communicates broadly to registered faculty, staff and students. Obtains and distributes advanced readings and assignments, and obtains permissions as needed.
• Conducts research as needed by course directors and speakers, prepares PowerPoint slides.

*Other Projects*

• 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 matriculation, 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.

*Finance and Administration*

• Responsible for monthly reconciliation of expenses in the President's Office. Researches expenses, corrects errors, prepares financial reports using the College’s financial system and reporting tools.
• Tracks receipts, prepares them for processing and uploads them into OnBase, and ensures they are charged to the correct accounts.
• Performs financial and data analysis as requested. Develops forecasts based on actual data and other information.
• As needed assists with active recruitments; tracks applicant pool in DORR; schedules meetings, interviews and travel arrangements; assists with Skype technology; maintains records; and prepares follow up communication.

*President’s Correspondence and Speaking Engagements*

• Drafts and edits various correspondences for the President.
• Conducts thorough research and acquires background information needed to develop talking points and briefing materials for the President’s speaking engagements and meetings.
• Serves as liaison to event coordinators, public affairs, and classroom technologies for event management.

*Performs other duties as assigned*
### Position Requirements

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<th>Skills and Knowledge</th>
<th>Experience</th>
<th>Education</th>
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<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 interest in finances and administration.</td>
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<td>Excellent 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, PowerPoint, database management and visual representation of data (charts, graphs, etc.)</td>
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<td>Some travel may be required; willingness to work nights and weekends</td>
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<td>Discretion in handling confidential information, and willingness to adhere to confidentiality agreement.</td>
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