Title: Presidential Fellow
Position #: 1010674
Department: Office of the Provost
Level: DRM-C
Reports to: Executive Officer
Category: Exempt
Date: December 2013

Position Purpose

The Presidential Fellow for the Office of the Provost works closely with leaders in the Provost’s Office to assist the Provost in overseeing Dartmouth’s academic enterprise and strategic planning by providing in-depth research and comprehensive administrative support, and by serving as a resource for both one-time and ongoing initiatives of the office.

Key Accountabilities

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

- Provides operational and administrative support to senior leaders in the Provost's office on projects and priorities in a variety of areas, including, but not limited to, international, advancement and strategic initiatives.
- Researches data on students, faculty and departments at Dartmouth to inform strategy and decision making within the Provost's Office.
- Conducts research and acquires background information to develop talking points, briefing materials and PowerPoint presentations for speaking engagements and meetings involving leaders in the Provost's Office.
- Assists senior leaders in the Provost’s Office with planning and coordinating academic conferences on campus and high-level delegation visits to Dartmouth.
- Contributes to the development of web content and electronic communications for the Provost’s Office.
- Handles confidential, sensitive information, exercise excellent professional judgment and discretion, and interact appropriately with Dartmouth constituencies including senior officers, faculty, staff, students, alumni, and community members.
- Participates in meetings, training programs, and events with the Presidential Fellows Program.

Perform other duties as assigned.
## Position Requirements

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<th>Skills &amp; Knowledge</th>
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| • Exceptional interpersonal and communication skills  
  • Strong organizational skills and an ability to plan and prioritize work  
  • Ability to work independently and as a team member  
  • Proficiency in Word, Excel, PowerPoint, database management and visual representation of data (charts, graphs, etc.)  
  • Demonstrated writing/research skills  
  • Demonstrated analytical skills  
  • Strong project management skills  
  • Commitment to diversity and to serving the needs of a diverse community. | • Interest in higher education, non-profits, or general management  
  • Experience working in management with budget and strategy development  
  • Experience coordinating on-campus events or working with academic and student support staff preferred | • Bachelor’s Degree |