The Tuck School of Business at Dartmouth understands that it is critical for leaders today to have a global mindset to successfully navigate the different cultures, economies, and markets in which they will work. A global mindset has several components: tangible skills required to work across cultures, knowledge and an understanding of the world, and the willingness to operate outside of one’s comfort zone. To equip all Tuck graduates with these capabilities, TuckGO - a set of carefully-designed immersive experiential courses that take place in countries around the world - was launched in September 2015. Every Tuck student must participate in at least one such course in a country that is new to them while at Tuck. Tuck offers four exciting program options for students to fulfill the TuckGO requirement: faculty-led global immersion courses (Global Insight Expeditions), project-based client engagements (First-Year Project and OnSite Global Consulting) and term exchange with other leading schools (Term Exchange).

**Position Purpose**

The Presidential Fellow will provide high-level support across all TuckGO programs in key areas: communications and events management, course support, travel logistics and operations, and research and reporting. The Presidential Fellow will be fully integrated into the TuckGO organization – a high-energy, driven and dynamic team. The successful candidate will have the opportunity to take advantage of a variety of programming and activities at Tuck, obtaining a unique insider’s perspective on a world-class MBA program.

**Key Accountabilities**

**Communications and Events Management**

- Plan and execute student orientation and information sessions and other key events
- Maintain TuckGO and program websites
- Create/produce PowerPoint presentations and print and/or electronic material to promote TuckGO and its courses to various audiences
- Work with Tuck Communications to promote student experiences in TuckGO courses (on social media, blogs, videos, and photos)
- Work with Alumni Services to plan international events coinciding with student travel
- Work with Tuck’s Healthcare Initiative and the Global Insight Expedition team to manage the logistics of hosting up to 30 students, faculty, and staff from the TIAS School for Business and Society (Netherlands) in the Fall term
- Schedule and execute visits and final presentations for corporate partners
Liaise with TuckGO’s Advisory Council – coordinates annual meetings, communicates with members, participates in meetings
Coordinate catering, AV/IT and other services in support of activities and events
Supports FYP team for spring term Core course.

Course support

Create and manage course Canvas (learning management system) sites
Assist in the development of course materials and resources as needed
Assist in meeting planning and execution associated with course execution (e.g. meetings with faculty leaders, client visits, final client presentations, etc.)

Travel logistics and operations

Support program managers with travel logistics and associated administrative tasks at peak times
Troubleshoot and support students with visa issues
Prepare international travel safety and cultural briefings
Conduct research and process requests for waivers to travel to countries with US State Department Travel Warnings
Contribute ideas for improving and augmenting program content and operations.

Research and reporting

Contribute to the research and writing of internal and external reports and presentations for Tuck Boards and other key audiences
Conduct research on global business education activities at peer schools
Help gather feedback from students about TuckGO and its specific programs
Schedule, plan, and facilitate focus groups for Tuck students and alumni

Performs other duties as assigned.
### Position Requirements

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<tr>
<th>Skills and Knowledge</th>
<th>Experience</th>
<th>Education</th>
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<tr>
<td>• Exceptional interpersonal and verbal and written communication skills</td>
<td>• 2+ years of experience in an administrative function preferred, ideally within the higher education, study abroad, or business sectors</td>
<td>Bachelor’s Degree</td>
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<td>• Exceptional project management skills</td>
<td>• Experience creating presentations and other electronic and printed communications</td>
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<td>• Ability to manage multiple projects in a fast-paced environment.</td>
<td>• Aptitude with online tools (such as Terra Dotta)</td>
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<td>• Excellent attention to detail and accuracy</td>
<td>• Personal experience with study abroad and fluency in a foreign language desirable</td>
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<td>• Excellent writing/research skills, including preparation of PowerPoint presentations</td>
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<td>• Ability to work independently and as a team member</td>
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<td>• Demonstrated proficiency in Word, Excel, PowerPoint, database and web editing software, and visual representation of data (charts, graphs, etc.)</td>
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<td>• Commitment to diversity and to serving the needs of a diverse community</td>
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<td>• Discretion in handling confidential information</td>
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<td>• Some travel may be required; willingness to work nights and weekends</td>
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