

**The Yale Graduate School**  
**Office for Diversity & Equal Opportunity (ODEO) Fellows**  
**Program Mission and Goals**

The Office for Diversity and Equal Opportunity (ODEO) Fellows Program is aimed at developing graduate student leaders who will assist the ODEO in fulfilling its mission as stated below:

*ODEO Mission: The Office for Diversity & Equal Opportunity is committed to building a supportive graduate school community where diverse students (including students of color, women, LGBTQ and other underrepresented groups) are supported in their professional, social and intellectual goals and pursuits.*

**Why become an ODEO Fellow?**

- Graduate student participation in and contribution to university recruitment and retention efforts
- Development of peer support among underrepresented graduate students
- Focus on lifelong skill development useful in a variety of careers

A primary mission of the ODEO Fellows Program is to address the particular needs of graduate students of color. ODEO Fellows are doctoral students themselves who both develop programming and serve as peer advisors and advocates, helping graduate students of color access resources and programs that focus on their specific needs and assisting undergraduate students interested in applying to graduate school. Up to ten fellows are chosen each year by a selection committee to plan, implement, and evaluate recruitment and retention programs within the Graduate School, particularly those who have traditionally been underrepresented in the various disciplines and fields within the Humanities, Social Sciences and Sciences.

ODEO Fellows must have the appropriate skills and experience to serve as peer advisors and advocates for graduate students of color and other underrepresented students. ODEO Fellows also need to have the knowledge, skills and understanding of the issues pertaining to diversity within higher education and with the needs of graduate students of color in particular. ODEO Fellows must also be prepared to educate students, faculty, administrators and other constituencies on a wide variety of diversity issues in graduate education.

A selection committee reviews applications and conducts interviews with ODEO Fellows applicants.

ODEO Fellows are current full-time graduate students hired for nine-month appointments (averaging 7 hours per week), which may be extended to a total of two years. They have primary responsibility for developing recruitment and/or retention programs including the graduate mentoring program, graduate, Surviving@Yale Series, Bouchet Seminar Series, and Diversity Recruitment Days activities (for newly admitted students). Other topics of programs coordinated by ODEO Fellows have included research opportunities, community and university resources for students of color, ways to find mentors in one's field, life as a minority graduate student, grantwriting, fellowship applications, and concerns of junior faculty of color. In addition to developing such programs and working with their graduate peers, the fellows also attend diversity recruitment events throughout the country.

**APPLICATION FOR 2008-2009 Office for Diversity Graduate Fellows Program  
Yale University Graduate School of Arts & Sciences**

**DEADLINE: Must be received by Wednesday, April 16, 2008 at 5 PM**

**Deliver to: John Mangan, Assistant Dean and Acting Director**

**Office for Diversity and Equal Opportunity, HGS 127**

**PO Box 208236, New Haven, CT 06520**

**E-mail: [john.mangan@yale.edu](mailto:john.mangan@yale.edu) Phone 432-0763/ Fax 432-7765**

The Office for Diversity and Equal Opportunity is pleased to announce opportunities for involvement in recruitment and retention programs targeting underrepresented students at Yale Graduate School of Arts and Sciences.

**Eligibility:**

- All students who are registered and in good standing full-time in a degree program in the Yale Graduate School of Arts and Sciences for the 2008-2009 academic year are eligible to apply.
- Preference is given to continuing students who will be in years 2 through 5 of their degree programs, given the nature of the commitment and the knowledge of Yale Graduate School needed.
- Fellows must be in residence in the New Haven area for the term of their appointment.
- Diversity Fellows may serve up to 2 years. Current or previous Fellows must be re-appointed for another year.

**Term of Appointment:**

- 2008-2009 Office for Diversity Graduate Fellows must be available beginning August 25, 2008 and through May 31, 2009. The term of appointment is for the academic year.
- A Fellow can be dismissed prior to the end of the appointment for conduct, which is considered detrimental to the Office for Diversity and Equal Opportunity or for failure to live up to his/her responsibilities as a Fellow. Should a Fellow be dismissed, the payment of his/her honorarium will cease.
- Office for Diversity Graduate Fellows receive an honorarium for their involvement with recruitment and retention programs. The total honorarium in 2007-2008 was \$4,100 for the 9-month period. Fellows will have access to office equipment and supplies within the Office for Diversity and Equal Opportunity.

**Duties and Responsibilities:**

- Fellows should expect to spend approximately 5-7 hours a week in their duties during the academic term. Fellows are required to spend about 3 hours each week in the Office for Diversity and Equal Opportunity, either attending meetings with the Assistant Dean or working on Office programs and activities.
- Work in collaboration with the Assistant Dean and other Fellows to develop, implement and evaluate recruitment and retention programs. Each fellow will be required to have primary responsibility for developing two student recruitment and/or retention program activities for the 2008-2009 academic term.
- Attend at least one recruitment trip to be identified in collaboration with the Assistant Dean.
- Assist in the development, implementation and evaluation of Diversity Recruitment Days in Spring 2009.
- Communicate with prospective students regarding Yale Graduate School.
- Communicate regularly with graduate students, faculty and staff to gather program ideas and publicize events.
- Compile information pertaining to issues of diversity and equal opportunity, especially as it relates to specific programs and publications for the Office for Diversity and Equal Opportunity.

**Selection Process:**

Shortly after the April 16 deadline, applicants will be required to participate in a brief interview with the Selection Committee. We anticipate completion of the selection process and appointments of the 2008-2009 Office for Diversity Graduate Fellows by early May 2008.

**APPLICATION FOR 2008-2009 Office for Diversity Graduate Fellows Program**  
**Yale University Graduate School of Arts & Sciences**  
**APPLICATION FORM**

**Personal and Academic Information:**

Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Marital Status (optional): \_\_\_\_\_ Citizenship (optional) \_\_\_\_\_

Ethnicity (optional): \_\_\_\_\_

Department/Program: \_\_\_\_\_ Year: \_\_\_\_\_

Status in Degree Program for 2008-2009 (check one):

\_\_\_\_\_ course work \_\_\_\_\_ studying for qualifying exams \_\_\_\_\_ writing prospectus

\_\_\_\_\_ dissertation research & writing \_\_\_\_\_ other: (describe) \_\_\_\_\_

**Academic responsibilities for 2008-2009 (check all that apply)**

\_\_\_\_\_ TF: Level \_\_\_\_\_ \_\_\_\_\_ Research Assistant \_\_\_\_\_ PTAI

\_\_\_\_\_ Tutor: \_\_\_\_\_ \_\_\_\_\_ Other: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (dept office/lab)

- **Are you interested in being considered for the joint Office for Diversity/Graduate Teaching Center Fellow Position? (to help develop teaching workshops/resources related to diversity issues in the classroom)**

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

**Additional Information Required:**

- If available, please enclose a copy of your curriculum vitae or resume.
- Please list on a separate page any graduate or undergraduate involvement in programs and activities related to diversity issues, especially for minorities and women. Include date of involvement, sponsoring organization, and brief description of your involvement.
- Please answer the following questions (no more than two typed pages total):
  1. Why are you interested in becoming a Fellow within the Office for Diversity and Equal Opportunity?
  2. What particular strengths do you bring to the position as a Fellow within the Office for Diversity?
  3. What skills and knowledge do you hope to gain through your experience as a Fellow?
  4. What is an example of a student recruitment and retention program activity you might develop to help build and encourage a supportive Graduate School community for under-represented minority students and women?