



Laney Graduate School EDGE Fellows and Ambassadors
For the Academic Year 2019-2020
Fellowship Description: Diversity, Inclusion, and Recruitment

Apply by July 15, 2019

The Laney Graduate School seek application for Diversity, Inclusion, Recruitment, and Community Engagement Fellowship and Ambassadorship for the 2019-2020 academic year. This program is open to all currently enrolled doctoral students in the Laney Graduate School.

The Emory Diversifying Graduate Education (EDGE) Fellows and Ambassadors will primarily work with the Assistant Dean of Diversity, Inclusion, and Community Engagement; Associate Dean of Academic Operations and Recruitment; and the Program Coordinator for Diversity, Recruitment and Community Engagement in the execution of the duties outlined below. This will be a highly collaborative position, and the fellows and ambassadors will work in a team environment with other LGS staff and campus partners.

An ideal applicant would be near or in candidacy and have a passion and appreciation for establishing, maintaining and enhancing a diverse graduate community at Emory.

Fellows and Ambassadors Duties

Responsibilities may include, but are not limited to:

- Plan and Facilitate the EDGE monthly lecture series.
- Help maintain the social media identity of Laney EDGE programming.
- Support the planning and coordination of visits to the Emory campus by prospective students and student organizations (e.g., Mellon Undergraduate Fellows and McNair Scholars Program). This will include leading campus tours.
- Work with the deans and team to develop strategies to engage prospective students via communications, social media, and campus visits.
- Support and represent the planning and logistical coordination of LGS recruitment visits, STEM Symposium, and activities at other campuses, conferences, and events.
- Assist with other related projects, as needed and as time permits.

The fellow will be expected to contribute to the development and strategic planning of community programming and activity. The fellow may also be called upon to represent the LGS EDGE office at recruitment events. All expenses related to the events will be paid or reimbursed to the fellow by the Laney Graduate School. Financial compensation for work rendered will be top off award of \$5,000 over the 12-month appointment. The Fellowship will begin September 1, 2019, to August 31, 2020. All applicants not chosen for the fellowship will be considered for the Ambassadorship.

The ambassadors will be expected to participate in 2-5 events per month. All expenses related to the events will be paid or reimbursed to the ambassador by the Laney Graduate School. Financial compensation for work rendered will be determined by event type and location. Events off campus but in the greater Atlanta Community will be compensated at \$50, events off campus and outside of the greater Atlanta area and require an overnight stay will be reimbursed at \$100. The Ambassadorship will begin September 1, 2019, to August 31, 2020.

Eligibility

To be considered for the ambassadors, applicants must:

- Be a full-time student in any doctoral program, in good standing;
- Be in residency the year of appointment.

Application Guidelines

A complete application will include:

1. Graduate School Fellowship Application cover sheet (available to download at this link, under Resources):
<http://www.gs.emory.edu/professional-development/fellowships/advanced.html>);
2. A cover letter/statement of purpose addressing the following three topics: 1) your long-term career goals; 2) skills/experiences relevant to this position such as coursework, research methods, etc.; 3) why you would like to work in this position;
3. A current curriculum vitae (CV);
4. Copy of Emory transcript (a copy of an unofficial transcript issued to the student is acceptable);
5. A brief letter of recommendation from your advisor or Director of Graduate Studies assessing your skills and ability to work within the Laney Graduate School on matters related to diversity, inclusion, and recruitment.

*****All applicants for both the fellowship and ambassadorship apply through the portal under the fellowship name "EDGE Fellowship"*****

ADMIT Submission Instructions

All nominations and applications, including supporting materials, will be uploaded using ADMIT.

1. Go to <https://www.applyweb.com/emoryfel/index.ftl> and log in using your regular ADMIT net ID and password—or—set up an account with ADMIT first and then log in.
2. Select your fellowship from the drop-down box and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. You will need to upload the nomination or application items as **pdf files**.

Selection

The selection committee, led by the Assistant Dean of Diversity, Inclusion, and Community Engagement and Associate Dean of Academic Operations and Recruitment will ask selected applicants to participate in a short interview. The committee will evaluate the alignment of the applicants' qualifications, interests, and experiences to the scope and duties of the fellowship.

Award Notifications

Notice of the selected fellow will be sent by August 15.

Questions

For questions, contact Amanda Marie James, PhD at amandamariejames@emory.edu.