POSITION DESCRIPTION

APPROVED TITLE: Wake Forest Fellow, Office of the Provost
DEPARTMENT: Office of the Provost
SUPERVISOR: Assoc Provost for Academic Initiatives  FLSA: Exempt  EEO: 20
APPROVED GRADE: BB1  Date Approved: 1/6/12

POSITION SUMMARY:
Assists the Director and staff of the Humanities Institute; serving as liaison to various University constituents, especially students, to strengthen student connections to the Institute and foster implementation of the Institute’s student-centered programs and community-building initiatives.

QUALIFICATIONS:

Education, Experience and Training
Bachelor’s degree plus 1-3 years general work experience. Must be a member of the Wake Forest University undergraduate graduating class for the most recent/current academic year (2011).

Knowledge, Skills, Ability
• Skill in prioritizing workflow and managing resources.
• Excellent written and oral communication skills.
• Ability to work independently.
• Excellent organizational and time management skills.
• Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
• Ability to manage and maintain confidentiality of sensitive information.
• Ability to multi-task and demonstrate sound judgment and discretion.
• Excellent proficiency in Windows, Word, Excel, PowerPoint, Word Press, the Internet, multimedia tools and other relevant software. Proficiency in the operation of standard office equipment.
• Ability to research, collect and analyze data, compile information, and prepare reports.
• Familiarity with and interest in Humanities topics.
• Knowledge of University policies and procedures, or ability to acquire knowledge in a short period of time.
• Ability to be a team player.
• Detail oriented in coordinating activities.
• Ability to work occasional evening and weekend hours as needed.

Physical Requirements
Sedentary work. Fingering, talking, hearing, repetitive motions. Close visual acuity. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS:
• Serves as the Humanities Institute’s liaison to various university constituents: especially students, faculty, staff, alumni and community members. Able to speak to the Institute’s mission, purpose and place at Wake Forest.
• Promotes the Institute to the student body. Searching out and meeting students of interest to raise awareness and knowledge concerning the Institute’s support of students.
• Develops and maintains social media for the Institute.
• Convenes and coordinates Pro Humanitate Student Seminars.
• Researches, analyzes, and/or studies information affecting various projects and events.
• Assists in maintaining Institute webpage communications and updates, and faculty database. Writes short pieces to post on the website.
• Archives Institute materials on WakeSpace.
• Represents the Humanities Institute on committees and to students and student organizations as assigned.
• Attends internal and external advisory board meetings.
• Responds to routine inquiries as delegated by the Director or staff of the Humanities Institute.
• Attends and reports on Humanities related events on campus.
• Develops research databases and conducts research-related surveys.
• Assists in drafting grant proposals and other documents.
• Coordinates special projects and research-related events on behalf of the Humanities Institute. Assists with logistics of these projects as designated.
• Performs other related duties as assigned.

OTHER FUNCTIONS:

SUPERVISORY RESPONSIBILITY:
Responsible for own work only.

AUTHORITY/ACCOUNTABILITY:
Works under the general supervision of the Director and staff of the Humanities Institute. Reports to the Associate Provost for Academic Initiatives.

PROBLEM SOLVING:
Solves problems associated with coordinating and administering special projects and initiatives for the Humanities Institute.

Seeks out new and creative ways to promote the Humanities Institute, especially as regards social media, student relations and the internet.