

Division of Student Affairs Fellowship Program 2017 Students

Program Description for UNM Students

This program seeks to provide leadership experiences for students in the Division of Student Affairs, and the opportunity to assist on specific projects as determined by the Vice President of Student Affairs during a 15-month term beginning in January 2017 and ending in March 2018.

The Program will include participation in special projects and guidance by the Vice President and other mentors. Benefits include networking with Student Affairs directors and departments as well as exposure to UNM-wide committees and meetings. There is opportunity for cross-training in areas of interest. Participants are expected to commit extra time to the program in addition to school/work demands.

Fellowship participants are required to dedicate significant time to the fellowship program for the entire term. Students are expected to fulfill the requirements of their current school/work positions **in addition to** their participation in the fellowship program. Due to several annual Student Affairs events, the fellowship program duties and requirements are frequently more demanding during the summer. Therefore, if your regular work/school schedule is overly demanding in the summer and doesn't allow you ample time/flexibility to devote to the fellowship program, you may want to seriously consider whether or not to apply.

At the start of the new program term, the participants will meet all together with the new cohort of Fellows and will discuss the expectations and start the transition of projects.

Requirements:

- **Mandatory** monthly meeting with the Vice President of Student Affairs
- **Major required projects:** Oversee and coordinate the "Louies" recognition ceremony Student Affairs orientation for new employees, the New Mexico Student Affairs (NMSAP) Symposium, and other projects
- Commit to **at least 2 special projects** at the beginning of the term (a list of these special projects will be provided at the first meeting)
- Attend monthly directors' meeting and provide an activities report at each meeting
- Provide updates each quarter on the progress of projects with Vice President
- Manage and operate the NM Association of Student Affairs Professionals (NMSAP) including membership, electronic newsletter, website, directory, etc.
- Attend at least the specified number of meetings for each of the following UNM-committees:
 - 1. Board of Regents (1)
 2. Regents' Academic and Student Affairs (4)
 3. Regents' Finance and Facilities (1)
 4. Student Affairs VP/AVP Group meetings (1)
- Communicate weekly with other fellows on project coordination and implementation of monthly events

- Visit other departments within Student Affairs to see how they operate and support the mission of Student Affairs (i.e. attend their staff meetings, assist with projects, etc.)
- Schedule networking and training opportunities with directors in departments of interest to you
- Serve as a mentor for next year's fellows
- Join the National Association of Student Personnel Administrators (NASPA). Fellows are encouraged to participate in NASPA regional and national conferences
- **Write an evaluation** of the program and the various projects at year's end (evaluation form will be provided).
- Fellows may be asked to participate in Fellowship Program Selection Committee for the next year's participants

Please note: The student fellows will be expected to take the lead and collaborate with each other on the requirements of the program. The OSA staff will serve as back up support as needed.

Term: The duration of the Fellowship totals 15 months, the calendar year of January 2016 through December 2016 with an additional 3 months (January 2017 through March 2017). This additional three months will be assisting with mentoring and the transition of the new Fellowship cohort.

Rewards for Participation in Fellowship Program:

Students will receive financial assistance for staff development opportunities in the amount of \$1,000 for travel expenses which can be accessed from the Vice President's office upon completion of the fellowship. Staff development must be relevant to regular job duties or fellowship projects and must be offered in the continental U.S. Failure to attend meetings or fulfill expected duties of the fellowship may result removal from fellowship program and/or payment for staff development.

Program certificate of completion issued from the Vice President's office for Student Affairs.

Application Process: To apply for the Division of Student Affairs Fellowship Program, please submit a 1 page personal statement about your current involvement in Student Affairs, career goals, and interest in this program. Your packet must include:

- ✓ Your name, title, department, address and phone number.
- ✓ Resume and personal statement indicating your motivation for applying for the program, desired outcomes, and how you will utilize this opportunity to further your education and career goals. Also include what activities you have been involved in that you think have prepared you for this opportunity.
- ✓ A letter of reference from a faculty member, supervisor, or mentor. It should also indicate their consent for your participation in this program and commitment to allow extra time for special projects and assignments for the duration of the fellowship if a current supervisor writes the letter.

Submit your application material electronically to natalieb@unm.edu by **Wednesday, November 30, 2016.**