Division of Student Affairs
Staff Fellowship Program 2019

Program Description for UNM Staff:

This program provides opportunities to gain leadership and professional development skills while assisting the Vice President of Student Affairs on specific projects during a 15-month term **beginning in January 2019 and ending in March 2020.** The program is open to all UNM Professional staff (grades 8-14); however, top priority will be given to Student Affairs employees.

**Fellowship participants are required to dedicate significant time to the fellowship program for the entire term.** Participants are expected to fulfill the requirements of their current 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 summer work schedule is overly demanding and you do not have ample time/flexibility to actively devote to the fellowship program, you may want to seriously consider whether or not to apply.

Fellowship participants and fellow cohort members assist with special projects through 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. Additionally, there is opportunity for special focus and training in areas of interest within the Division.

The previous year’s fellows will host a mandatory orientation in January for the newly appointed fellows to discuss the expectations and start the transition of projects coordinated by the previous cohort. At the start of the new program term, the participants and their supervisors will meet to discuss the time and project commitments.

**Requirements:**

- **Mandatory** monthly meetings with the Vice President of Student Affairs
- **Major required projects:** Oversee and coordinate the Louie recognition ceremony, Student Affairs orientation for new employees, the New Mexico Student Affairs Symposium (NMASAP), and other projects
- Commit to **at least 2 special projects** that are not required
- Attend and provide an activities reports at the monthly directors' meeting
- Provide the Vice President with quarterly updates on the progress of projects
- Attend at least the **specified** number of meetings for each of the following UNM committees:
  - Board of Regents (1)
- Regents' Academic and Student Affairs (4)
- Regents' Finance and Facilities (1)
- 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 and evaluation** of the program and the various projects at year's end (evaluation form will be provided)
- Fellows may be asked to participate in the Fellowship Program Selection Committee for the next year

**Please note:** The 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 2019 calendar year of January through December with an additional 3 months (January 2020 - March 2020). These additional three months will include assisting with the mentoring and transition of the new Fellowship cohort.

**Benefits of Participation in Fellowship Program:**

**Exempt & Non-exempt** employees will receive financial assistance of $2,000 for staff development opportunities for travel expenses which can be accessed from the Vice President’s office on a case by case basis 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.

**Note:** Failure to attend meetings or fulfill expected duties of the fellowship may result in removal from the fellowship program.

**Application Process:** To apply, please submit a 1 page personal statement about your current involvement in Student Affairs, career goals, and interest in this program including:

- Your name, title, department, address and phone number.

*Updated 10/2018*
✓ 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 indicating 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 Friday, November 30, 2018.