WAKE FOREST FELLOWS PROGRAM

Questions?
Application Deadline: Feb. 5
General Information

History of the Program
Established in 2008. Part of the mentoring pillar of the WFU Strategic Plan. Work in higher administration as full-time employees.

Skills, Responsibilities, and Benefits
Skills: Detail-oriented, ability to multi-task, communicative, interpersonal, time managing
Responsibilities: Office liaison to all constituents, spearhead special projects, other duties as assigned
Benefits: Exposure to higher administration, leadership lunches, professional/personal/career development workshops, mentoring, access to student and staff services

Positions Available
Office of...
- Dean of the College
- Information Systems
- Investments*
- Personal and Career Development
- President
- Provost
- Student Life
START Gallery
WF BMC
Z. Smith Reynolds Library*
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Office of the Dean of the College

Office Roles

To serve as a cornerstone academic institution that values and maintains the liberal arts tradition within the context of an internationally recognized research university.

Culture

Opinions encouraged...Casual yet structured...25-30 people

Fellow Responsibilities

- Project Manager. Ex: Orientation, new student communication
- Comparative Analyst. Ex: Peer school research
- Web Designer. Ex: Teaching website, College website
Office of Student Life

Office Roles

To promote and effectively contribute to the vibrancy, development, and tradition of campus culture.

Culture
Student life vs. Campus life... Dynamic... Flexible... Energetic...Creative...

Fellow Responsibilities

• Short-term Event Planner. Ex: Senior Events
• Long-term Initiative Organizer. Ex: Biederman Steering Committee, VP search committee
• Special Event Coordinator. Ex: Deacon Camp

Contact: KRISTEN BRYANT
BRYANTKA@WFU.EDU

Cover Letter: Mary Gerardy
Office of Information Systems

Office Roles
To provide faculty, staff and students the best technologies to complete their jobs and to further their education.

Culture
Efficient and procedural...Corporate...Team-based...120 staff

Fellow Responsibilities

- Committee Member. Ex: CTT, FTG, CIT, ITPC
- Supervisor/Mentor. Ex: Student Technology Council
- Project Manager. Ex: Google Apps for Alumni

Contact: NILAM A. PATEL
PATELNA@WFU.EDU

Cover Letter: Rick Matthews
Contact: LIZ LAUGHTER
LAUGHEJ@WFU.EDU

Cover Letter: Jim Dunn

Office of Investments

Office Roles
Responsible for investment of the University’s endowment, working capital and life income assets of over $1.4 billion. Works with the investment policy committee of the University’s Board of Trustees in partnering with the most sophisticated investment management organizations throughout the world.

Culture
One table...Flat...No job too small...Informal...Seven people but a lot to do...

Fellow Responsibilities
- Brand Developer. Ex: Aid in the creation of a new company’s marketing and communication plan
- Asset Researcher. Ex: Prepare competitive analysis
- Management Researcher. Ex: Meetings with managers across the globe
Office of Personal and Career Development

Office Roles
To educate and equip all WFU students to navigate the path from college to career with clarity, competence, and confidence.

Culture
Intentionally collaborative...Team-based...Open doors...Energy from engagement...30 people, 8 departments

Fellow Responsibilities
• Liaison between students and OPCD. Ex: Orientation
• Office Communicator. Ex: Ghost writing, e-newsletter
• Project manager. Ex: Rethinking Success Conference outcome report, institutional research

Contact: TOMMY DERRY
DERRYTA@WFU.EDU

Cover Letter: Andy Chan
Office of the President

Office Roles
- Implement the Strategic Plan (2006)
- Coordinate initiatives as outlined by Dr. Hatch
- Serve as a face of the office on- and off-campus

Culture
Small office, big responsibility...Dynamic...Open communication ...Collaborative with constituents...Close-knit

Fellow Responsibilities
- Communications Manager. Ex: Social media, video
- Representative of office. Ex: Biederman committee, Charlotte campus
- Community Engagement Planner. Ex: Office hours, holiday party

Contact: KIM STRUGLINSKI
STRUGLKA@WFU.EDU

Cover Letter: Mary Pugel
Office of the Provost

Office Roles

To strategically enhance the undergraduate, graduate, and professional education and development on campus through collaboration with deans, student life, and higher administration

Culture

Multi-faceted...Collaborative yet trusting
...Innovative...Strategic...Professional and personal

Fellow Responsibilities

- Strategic Developer. Ex: Well-Being Initiative, building
- Research/Marketing Analyst. Ex: Cabinet exercise
- Special Projects Administrator. Ex: Founders’ Day, website relaunch, LENS in Nicaragua

Contact: SAM PERROTTA
PERROTM@WFU.EDU

Cover Letter: Jennifer Collins
START Gallery

Office Roles
To create a unique experiential learning laboratory in which engaged students have formative experiences while participating in the management and operation of the gallery

Culture
Self-managing...Creative thought expected and encouraged...Constant collaboration with WFU and W-S community

Fellow Responsibilities
Gallery Manager
• Refine and manage new installations
• Manage student interns and work study students
• Coordinate gallery events and outreach
• Promote initiatives through marketing and PR

Contact: ADELAIDE KNOTT
KNOTTAW@WFU.EDU
Cover Letter: Paul Bright
Z. Smith Reynolds Library

Office Roles
To help Wake Forest students, staff, and faculty succeed!

Culture
Multi-dimensional...Constant collaboration
...Creative...Friendly...Hard-working...Personable

Fellow Responsibilities
• Outreach Programmer: Traditional and new programs
• Library Developer: Representative at various development appointments, video initiative
• Student Liaison: Library Ambassadors
Office of the CEO of WFBMC

Office Roles

Mission: Improve the health of our region, state, and nation by translation of knowledge, training leaders, and serving as the premier health system in the region.

Culture

WFBH and School of Medicine...Dynamic...Innovative...Robust

Fellow Responsibilities

- System Administrator. Ex: Non-traditional community benefits for all three hospitals
- New Initiative Coordinator. Ex: Faith-Health NC with Gary Gunderson, VP of Faith and Health at WFBMC
- Strategic Planner. Ex: Community Health Needs Assessment

Contact: AMANDA KILGORE
AKILGORE@WAKEHEALTH.EDU

Cover Letter: John McConnell
Questions?
Application Deadline: Feb. 8