



EMORY

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Laney Graduate School EDGE Fellowship and Ambassadorship

For the 2023-2024 Academic Year

Fellowship Description: Diversity, Inclusion, and Recruitment

**** Apply by August 15, 2023 ****

The James T. Laney School of Graduate Studies (LGS) at Emory University seeks applications for the LGS-EDGE (Emory Diversifying Graduate Education) Fellowship and Ambassadorship Program during the 2023-2024 academic year. This program is open to all (master's and doctoral) currently enrolled Laney Graduate School students.

The EDGE Fellows and Ambassadors will collaborate with the Associate Dean of Diversity, Inclusion, and Community Engagement, Assistant Director of Diversity, Inclusion, and Community Engagement, and other EDGE team members in the execution of the duties outlined below. This will be a highly cooperative position, and the fellows and ambassadors will work in a team environment with other LGS staff and campus partners.

An ideal applicant has a passion and appreciation for establishing, maintaining, and enhancing a diverse graduate community at Emory by ensuring the ideals of LGS-EDGE, surrounding access, belonging, community, diversity, equity, and inclusion, are upheld and advanced.

Fellow Duties

Responsibilities may include, but are not limited to:

- Be present at **ALL** EDGE on-campus events.
- Contribute to the development and strategic planning of EDGE seminars.
- Assist with the planning and facilitation of the 2023 Learning about Laney: A Preview Visitation of Emory University, Laney Graduate School.
- Work with the EDGE team to plan and execute the 2024 LGS-SOAR Program for prospective LGS students.
- Serve as lead for the EDGE Spring Community Service Project.
- Represent the EDGE office at a minimum of five(5) recruitment events.
- Mentor graduate members of the RACE/EDGE Peer-to-Peer Mentoring Program.
- Support the planning and coordination of virtual and in-person Laney Graduate School visits for prospective students and student organizations (e.g., Mellon Undergraduate Fellows and McNair Scholars).

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 a top-off award of \$5,500 over the 12-month appointment. The fellowship will begin September 1, 2023 and end August 31, 2024. All applicants not chosen for the fellowship will be considered for the ambassadorship.

Ambassador Duties

Responsibilities may include, but are not limited to:

- Participate in 2-3 EDGE on-campus events per month.
- Assist with the facilitation of EDGE Seminars.

- Serve as a lead and/or volunteer for the 2023 Learning about Laney: A Preview Visitation of Emory University, Laney Graduate School.
- Lead professional development and/or academic discipline sessions for the 2024 LGS-SOAR Program for prospective LGS students.
- Help execute the EDGE Spring Community Service Project.
- Help maintain the social media identity of EDGE programming.
- Represent the EDGE office at a minimum of two(2) recruitment events.
- Support the planning and coordination of virtual and in-person Laney Graduate School visits for prospective students and student organizations (e.g., Mellon Undergraduate Fellows and McNair Scholars).
- Assist with other related projects, as needed and as time permits.

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 area will be compensated at \$50 per event/day. Events outside of the greater Atlanta area that require an overnight stay will be compensated at \$100 per event/day. The ambassadorship will begin September 1, 2023 and end August 31, 2024.

Eligibility

To be considered for either the fellowship or ambassadorship, applicants must:

- Be a full-time student in any LGS program, in good standing;
 - Applicants for the fellowship must be in a doctoral program;
 - Applicants for the ambassadorship may be in a master's or doctoral program;
- Be in residency full-time for the year of appointment.

Application Guidelines

Information about the Laney Graduate School's Advanced Student Fellowships may be found here: <http://www.gs.emory.edu/professional-development/fellowships/advanced.html>).

A complete LGS-EDGE Fellowship and Ambassadorship application will include:

1. *Statement of Purpose*

- a. Please indicate if you would like to be considered for the role of a) **Ambassador**, b) **Fellow**, or c) **both** at the beginning of your statement of purpose. To be considered for the Fellow role you must have been an Ambassador in previous years or have an extraordinarily strong, documented record of diversity work at Emory University outside of work for your academic program.
- b. The statement of purpose should also address the following 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 the fellow or ambassador position
 4. Availability to engage with the EDGE program and other time commitments related to Emory and Laney Graduate School
 5. ***(Fellows Applicant only)*** What EDGE initiative (current or proposed) would you like to contribute to

2. CV/Resume

- a. A current curriculum vitae (CV) or resume of relevant experiences. Be sure to highlight your contribution to initiatives or activities related to access, belonging, community, diversity, equity, and inclusion.

3. Transcript

- a. A copy of your Emory transcript (a copy of an unofficial transcript issued to you is acceptable).

4. Letter of Support

- a. A brief letter of recommendation from your advisor with support from your Program Director/Director of Graduate Studies assessing:
 1. Your skills and ability to work within the Laney Graduate School on matters related to diversity, inclusion, and recruitment,
 2. Your availability to be a dedicated member of the EDGE team,
 3. Dedication to community, equity, access, and belonging for all LGS students.

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

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**.

Note: The Letter of Support must be uploaded separately by your recommender.

Selection

The selection committee, led by the Associate Dean of Diversity, Inclusion, and Community Engagement, will evaluate the alignment of the applicant's qualifications, interests, and experiences to the scope and duties of the fellowship and ambassadorship.

Award Notifications

Notice of the selected fellow and ambassadors will be sent by September 1, 2023.

Questions

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