



# Mason Soneral Faculty Fellow

## Description

- Fixed Term or Tenure System, AY appointment
- Compensation: \$15,000 in overload pay or one course reduction
- The Fellow works closely with the WLI director and will assist the Director in creating curriculum, engaging students, communicating with the WLI Executive Board, and stewarding alumna and donors.
- The Dean of the College of Social Science selects the Fellow, and the Faculty Fellow reports directly to the WLI Director. The Fellow is responsible for the submission of an annual report to the Director and the Dean. The term of appointment is three years, which may be renewed for additional terms upon successful performance based on annual review and mutual agreement with the WLI Director and the Dean. The annual review is conducted by the Director, with input from the WLI Executive Board. Annual review is submitted to the Dean of the College of Social Science for approval.
- The Fellow will assist the Director in efforts to implement the WLI mission in a way that compliments and adds value to the College and University, and further refines strategic direction of WLI through the development of goals and objectives. The Fellow will actively engage with the WLI Executive Board and other key constituencies.

## Responsibilities

- Co-create event curriculum with WLI Director
- Co-create the “day one” (fall keynote curriculum) with WLI Director
- Take point on the creation of “day two” (in-depth follow-up curriculum)
- Work on student engagement
- Assist SSC Communications advertising WLI events, scholarships, other opportunities (e.g., via LinkedIn, in courses taught, in home department)
- Assist the Director in regular communication to the WLI Executive Board, alumni, students, and friends of the WLI
- Work with the WLI Director and SSC Development team to select and approach event speakers
- Work on assessment of the events to identify participant areas of interest for future events
- Create and manage student scholarships (2-3 per year)
  - Design the prompts and framework of the student scholarships

- Receive all applications, prepare material for the board member review, notify students, work with College and Student Aid to process awards
- Work with the Director and SSC Development team in fundraising efforts, including one-on-one meetings, presentations, and luncheons
- Review all WLI material and approve with the Director and at times in the place of the Director
- Create and/or co-create with the SSC Communications team WLI infographics or other material as needed by the WLI Director, WLI Executive Board, or SSC Development team
- Attend regular (monthly) board meetings
- Attend strategic planning sessions
  - Take meeting minutes and other notes at board meetings/strategic planning sessions
- Assist the Director with other duties as assigned

## Qualifications

- Must be currently a faculty member (fixed term or tenure system) at Michigan State University and have a terminal degree in a field related to the mission of the WLI.
- Must have experience in mentoring, teaching, and facilitating connections with undergraduate and graduate students in educational programming
- Must have demonstrated skills, interest, and capacity in advancing students as leaders (developing curricula and programming)
- Must have experience in the design and delivery of professional education programs.
- Must have capacity in leading communications and outreach, including proficiency in establishing and maintaining social media and web-based content.
- Must demonstrate excellent written and oral communication skills.

## Applications

- Applications should be submitted to the Women's Leadership Institute, as a single PDF document, via email to **Stormi Rios** at [rioswend@msu.edu](mailto:rioswend@msu.edu). Applications must be received by 5:00 pm EST on **April 15, 2022**.
- Application packets should include the following:
  1. A 2–3-page statement of interest (single-spaced) in the WLI, record of teaching and/or outreach, and experience designing and delivering educational programs.
  2. The Curriculum Vitae (CV) of the faculty member.