THE OFFICE OF FELLOWSHIPS ADVISING

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THE OFFICE. OFA recruits and prepares students and alumni to compete in domestic and international competitions that fund undergraduate studies, research, study abroad, graduate programs, public service, and other endeavors. We aim to prepare UVM’s most high-achieving students to apply for prestigious awards, while empowering all students to identify and pursue the opportunities best aligned with their own experiences, achievements, interests and intentions. In 2015-16, of the prestigious awards OFA is in a position to track, UVM students received nearly $850,000 from external organizations.

OFA works to equip applicants with the strategic thinking and self-evaluative skills necessary to present themselves competitively. The office prides itself on helping students to simultaneously be hopeful, realistic and strategic about fellowship competitions, and encourages applicants to think broadly and creatively about ways to fulfill their short- and long-term professional, academic and personal goals.

THE PRACTICUM. This practicum provides familiarity with an array of competitive awards and scholarships, and the functions of the office. The intern will learn about and participate in numerous efforts, including: outreach and publicity [publicizing awards and recipients and targeting & recruiting candidates], advising [supporting students throughout and after the application cycle], overseeing institutional endorsement processes, fulfilling the demands of national fellowship organizations and assessing the impact of the office.

Interns are asked to consider which of the below tasks may most interest them, and are also welcome to suggest or create new projects based on their skills and interests.

POTENTIAL ASSIGNMENTS.

- Developing online resources for internal use at UVM, such as:
  - A resource book of awards that do not require US citizenship [for undocumented, exchange and international students], that includes VT and UVM sources, as applicable
  - Fellowship guides for undergraduates and graduates in specific disciplines and fields
  - Targeted lists of funding resources for groups traditionally underrepresented in fellowships
    A resource that links to all UVM funding available to students, across departments and colleges

- Brainstorming potential strategic partnerships across campus, coordinating information sessions, creating outreach materials, event planning, supervising a work study employee, identifying opportunities to increase efficiencies and contributing to a conversation on the rebranding of the office

- Support efforts to analyze and assess student outcome and satisfaction with the office’s services and identify areas for improvement