

Yale Young Global Scholars Program, Application Management Student Worker

Job ID

Employer	International Affairs, Office of: Yale Young Global Scholars
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Employer Type	On Campus
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Category	Research
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Job Type	On-Campus Jobs
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Job Description	<ul style="list-style-type: none">• Manage application materials for each program cycle• Be responsible for responding to general program inquiries to the YYGS inbox• Sort and channel other inbox queries to appropriate contact people or departments• Review and approve requests to join YYGS Facebook group• Upload documents, including letters of recommendation, transcripts, and financial statements from the inbox to Slate, the YYGS application management system• Scan and upload paper application materials to Slate• Contact school officials for missing recommendation letters and transcripts• Contact students for missing application materials• Do periodic sweeps of Slate to check for applicants with missing material• Communicate and troubleshoot Slate Bin movement issues to the appropriate staff• Field programmatic inquiries and phone calls with students and parents• Create “decks” of all student applicants sorted by country and school• Keep tabs on numbers of scholarship applicants from travel grant countries <p>There is flexibility to add to and revise duties based on the interests and skills of the student worker. All staff are asked to take on new projects and responsibilities given the needs of the students we serve. Applicants must be flexible and able to work independently as well as work in teams, assisting peers to complete projects to meet deadlines.</p>
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Job Requirements	1. Administrative experience in an office setting 2. Superb organization and attention to detail 3. Strong written communication skills 4. Proficient in Microsoft Office Suite, especially Excel 5. Willingness to learn application management platforms, including Slate and CampDoc 6. Flexibility and team-minded attitude.
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Compensation	\$15/hour
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Job Level	Student Worker, Exception
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Hours	5.0 to 10.0 hours per week
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Time Frame	Fall and Spring
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Primary Contact	Pierre Morton
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Primary Contact's Email	pierre.morton@yale.edu
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