



EMORY

LANEY
GRADUATE
SCHOOL



Laney Graduate School EDGE Fellowship and Ambassadorship

For the 2024-2025 Academic Year

Fellowship Description: Diversity, Inclusion, and Recruitment

**** Apply by August 26, 2024 ****

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 2024-2025 academic year. This program is open to all (master's and doctoral) currently enrolled Laney Graduate School students, available to from September 1, 2024 to August 31, 2025.

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.

Recruitment Events

Attendance at local and national recruitment events is a key part of the fellow, junior fellow, and ambassador roles. All expenses related to events and travel will be **paid** (flights, hotel, rideshare) or **reimbursed** (meals, local travel, etc.) to the fellow by the Laney Graduate School.

Local Events are **day-long** recruitment events in the greater Atlanta area.

National Events are often **2-4 day** trips outside of GA, at large conferences geared toward historically underrepresented prospective graduate students.

Programming & Community Engagement

Attendance and support at EDGE programming and community engagement events ensures these experiences connect our work to the larger graduate student community. Learning About Laney (October 6-8), and the Summer Opportunity for Academic Research (SOAR) program (June-August 2024), are signature EDGE initiatives that ambassadors and fellows help execute, in addition to EDGE mixers, luncheons, and receptions throughout the academic year.

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 2024 Learning about Laney: A Preview Visitation of Emory University, Laney Graduate School from 10/6-10/8.
- Work with the EDGE team to plan and execute the 2025 LGS-SOAR Program for prospective LGS students.
- Be a thought partner to ensure alignment of EDGE initiatives to community needs.

- 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).
- Must have been actively engaged in EDGE initiatives (such as SOAR, Bouchet, Ambassadors/Fellows Program).
- Be a point of contact for EDGE Junior Fellows & Ambassadors.

Financial compensation for work rendered will be a top-off award of **\$6,000** over the 12-month (9/1/2024 - 8/31/25) appointment. All applicants not chosen for the fellowship will be considered for the junior fellowship and ambassadorship.

Junior Fellow Duties

Responsibilities may include, but are not limited to:

- Be present at monthly EDGE on-campus events.
- Contribute to the marketing and communications of EDGE seminars.
- Serve as a lead for the 2024 Learning about Laney: A Preview Visitation of Emory University, Laney Graduate School from 10/6-10/8.
- Lead virtual academic discipline session or professional development for the 2025 LGS-SOAR Program for prospective LGS students.
- Represent EDGE office at local or national 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).
- Provide additional support to EDGE ambassadors as needed.

Financial compensation for work rendered will be a top-off award of **\$4,500** over the 12-month (9/1/2024 - 8/31/25) appointment. 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 EDGE monthly on-campus events.
- Assist with the facilitation of EDGE Seminars.
- Serve as a lead and/or volunteer for the 2024 Learning about Laney: A Preview Visitation of Emory University, Laney Graduate School from 10/6-10/8.
- Lead professional development and/or academic discipline sessions for the 2025 LGS-SOAR Program for prospective LGS students.
- 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.

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**. Events outside of the greater Atlanta area that require an overnight stay will be compensated at **\$100 per day engaged in recruitment activities**. Travel only days are not compensated.

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 & junior 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 (500 words maximum)

- a. Please indicate if you would like to be considered for the role of a) **Ambassador**, b) **Junior Fellow**, c) **Fellow**, or d) **all** at the beginning of your statement of purpose. To be considered for the Fellow roles you must have been an Ambassador in previous years **OR** must have been actively engaged in EDGE initiatives (such as SOAR, Bouchet, Ambassadors/Fellows Program).

1. The statement of purpose should also address the following topics:

- Your long-term career goals
- Skills/experiences relevant to this position such as coursework, research methods, etc.
- Why you would like the fellow or ambassador position
- Availability to engage with the EDGE program and other time commitments related to Emory and Laney Graduate School
- ***(Fellow Applicants only)*** What EDGE initiative (current or proposed) would you like to contribute to? What is the EDGE program currently missing? How can you address that gap?
- ***(Junior Fellow Applicants only)*** What ideas do you have to enhance the EDGE program's reach on campus including social media campaigns? How would you enhance current EDGE program offerings?

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 fellowships and the ambassadorship must apply through the portal under the fellowship name “EDGE Fellowships and Ambassadorship”.*****

Application Submission Instructions

All nominations and applications, including supporting materials, will be uploaded using the Laney Connect Hub platform.

1. Go to your [Laney Connect Hub](#)
 - Log in, with your Emory credentials
2. Select the Advanced Fellowship tab (on the right side)
 - On that tab, click on the Advanced Fellowship Application
3. Select the application for the “EDGE Fellowship and Ambassadorship”
 - The form will ask you to upload the required items (via pdf file) and to designate a recommender to submit a letter of support on your behalf. That person will receive an email requesting a letter.

Note: The recommender will receive an email requesting a letter.

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 fellows and ambassadors will be sent by September 9, 2024, with orientation on September 16, 2024.

Questions

For questions, contact Megan Pendleton at megan.pendleton@emory.edu.