Northwestern University invites inquiries, nominations, and applications for the position of Director of the Office of Fellowships.

Northwestern University is global in its scope, with 12 schools and colleges located on two campuses in Illinois (in Evanston and in Chicago) and one situated in Doha, Qatar. Ranked 13th among national universities by U.S. News, Northwestern has approximately 3,800 full-time faculty. The University’s total enrollment is approximately 16,000, with undergraduates comprising just over half of that number.

Established in 1998, the Office of Fellowships encourages students to learn about and pursue national and international merit-based awards that provide financial support for undergraduate, graduate, or post-graduate study and research. It works closely with other university administrators, faculty, and staff who embolden students to develop their talents as they become engaged citizens of the world.

Since its founding, the Office has grown substantially in breadth, reach, and success. In academic year 2015, over 330 awards were made to undergraduate, graduate, and professional students.

The Director will lead an office that works to provide information to students at all levels about opportunities that advance their educational and intellectual aspirations. The Director will lead efforts to support and guide students through every step of the process as they prepare for success in national and international competitions for fellowships.

She or he will provide leadership for the Office in collaborating with other academic units such as the Office of Undergraduate Research, Office for Research, Study Abroad, and The Graduate School. The Director will work to develop relationships across all the schools of the University, with many of their academic departments, and to build co-curricular partnerships within the Division of Student Affairs, including the Northwestern Career Advancement Office and the Office of Residential Academic Initiatives. In addition, he or she will work to cultivate relationships with leaders of prestigious fellowships programs.

The new Director will be a collaborator and strategist with a deep understanding of the national and international landscape of student fellowships. The successful candidate will have significant prior experience working with competitive fellowships programs. She or he will have experience as a teacher and mentor at the university level, and will demonstrate exceptional writing and communication skills. He or she will have a proven track record of successful collaboration with a broad set of organizational leaders and constituents across units, departments, and centers. A Ph.D. or equivalent degree is required.

The ideal Director will present evidence of a global perspective that transcends disciplinary boundaries and will have experience living and/or teaching abroad, preferably in a college or...
university setting. She or he will have strong team management and leadership experience in higher education and will be able to catalyze support and enthusiasm for advancing the educational mission of the Office.

Additional information about Northwestern is available at www.northwestern.edu; information about the Office of Fellowships may be found at http://www.northwestern.edu/fellowships/.

Inquiries, nominations, and applications are invited. Review of applications will begin immediately and will continue until the position is filled. For fullest consideration, applicant materials should be received by no later than January 29, 2016. Candidates should provide a resume or curriculum vitae and a letter of application that addresses the themes and responsibilities described in this position description.

Application materials may be submitted at http://preview.tinyurl.com/DirectorOfficeOfFellowships. Inquiries and nominations may be submitted to fellowshipsdirector@northwestern.edu.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.