

2014-2015

ADMINISTRATIVE FELLOWS

\* *Harvard Resident Fellows: Harvard staff members selected to participate in the 2014-2015 Administrative Fellowship Program.*



**\*Malik, Bilal**, M.Ed., Ed.D. Harvard University; M.B.A., LUMS Graduate School of Business, Lahore, Pakistan; B.A. Amherst College, is currently the Acting Allston-Burr Resident Dean at Leverett House, Harvard College. In this role, he coordinates with the Leverett House Masters, Office of Student Life, Administrative Board, Registrar's Office, and other campus resources, to provide academic and residential support to Leverett's 500+ students.



**\*Mohammed, Ahmed**, M.B.A. Southern New Hampshire University; and B.S. Northeastern University, is currently the Lead Recruitment Services Consultant for Harvard University's Campus Services/Central Administration. In his role, Ahmed collaborates closely with Hiring Managers and Human Resource Consultants providing leadership and direction on recruitment, search strategies and tactics.



**\*Niles, Regina**, B.S. Suffolk University, is currently the Financial Manager in the Office of Student Life. In this role she administers a departmental budget of \$10M and guides the administration of twelve house budgets. She also assists the various Student Life offices in all financial areas, including developing annual budgets, planning strategically to optimize funding, supporting quarterly and year-end closings, performing ad-hoc financial analyses as well as developing effective reporting tools and schedules. In addition, she implements training programs for OSL and House staff on financial systems, processes and procedures.



**\*O'Connell, Kathleen**, M.A. Pontificia Universidad Catolica del Peru; B.A. State University of New York, Geneseo, currently works as Placement Specialist and Client Liaison at LASPAU: Academic and Professional Programs for the Americas. In this role, she works to select sponsored students from Latin America and the Caribbean and place them in U.S. graduate programs. She also serves as a liaison to clients in Argentina and Bolivia and will be working during the coming year to coordinate the organization's participation in the NAFSA Conference designed for international educators.



**\*Owens, Antoniya**, M.P.P. Harvard University; A.B. Mount Holyoke College, is a Project Director at the Center for Education Policy Research (CEPR) at Harvard University, where she manages a new research study designed to identify promising Common Core implementation strategies. She oversees the project timeline, communications with partner agencies, recruitment of participant schools and district, survey development and administration, data collection and analyses, and drafting reports with research findings.



**\*Peterson, Andrea**, M.L.A. Harvard University; B.A. Bridgewater State University, is currently the Associate Director for User Support in the Alumni Affairs and Development Office. In this role she is responsible for the strategic planning and development of business practices to optimize the utility of the Common Alumni Affairs and Development supported applications. She works with Alumni Relations and Development senior managers to identify and prioritize key project areas and to define and implement processes which will provide data on the effectiveness of alumni engagement and fundraising efforts



**\*Soriano, Katrina**, M.L.A. Harvard University; B.A. University of Massachusetts, Amherst, is currently the Associate Director of Finance for the Harvard School of Public Health Department of Nutrition. In this role, she oversees the Department's research administration and accounts payable teams that support the faculty's projects and day-to-day financial operations within the Department. In addition, she works with many central University offices. She also is involved in designing curriculum and teaching in the University's REACH certificate program.



**Truong, Kim** Ph.D. University of Pennsylvania; Ed.M. Harvard University; and B.A. Brandies University, is an adjunct lecturer on education at the Harvard Graduate School of Education where she co-teaches a course on Critical Race Theory. She conducts research on access and equity issues in higher education, university student experiences, and higher education policy. As an Administrative Fellow, Kim will be collaborating with the Harvard College Women's Center, Harvard Foundation for Intercultural and Race Relations, and Office of BGLTQ Student Life to support diversity, equity, and inclusion efforts at Harvard College.



**Williams, Alicia**, M.S. Towson University and B.A. Howard University, has 8 years of higher education experience, working in enrollment and admissions, communications and marketing, and as an adjunct professor. In her placement as an Equity, Diversity, and Inclusion Administrative Fellow, Alicia will be in charge of programming and student support; assisting the Assistant Dean of Equity, Diversity, and Inclusion along with each of the multi-cultural offices with program development, training, and special projects related to creating an inclusive campus community.



*Program Orientation: Dean Rakesh Khurana (fifth, front row) with 2014-15 Administrative Fellows and staff members ( front, left to right): Kim Truong, Crystal Chang, Andrea Peterson, Julie Lee, Lisa Coleman, Chief Diversity Officer and Special Assistant to the President, Francisca Jarvis, Alicia Williams, Talia Fox, Regina Niles; (back, left to right): Andreas Haggerty, Ahmed Mohammed, Antoniya Owens, Tsoiso Ablorh, Nora Maginn, Milano Harden, Program Consultant, Katrina Soriano, Cristina Herndon, Jennifer Lee, Teresa Malonzo, Assistant Director of EEO/AA Programs and Program Manager, Neel Chaudhury, and John Aslanian. (not in photo: Zubair Butt, Angela Counts, Bilal Malik, and Kathleen O'Connell)*

APPLICATION PROCESS

Applicants must have a bachelors degree and at least five years of work experience. The evaluation of applications will be based on professional and academic achievement, a written statement of purpose, and three letters of recommendation. The final selection of Fellows will be based on interviews with the sponsoring Harvard schools and departments and suitability for the Program. In order to assure full consideration, completed applications must be submitted via email at [afp@harvard.edu](mailto:afp@harvard.edu) by **March 20, 2015**. To obtain an application and for more information, visit our website at <http://www.diversity.harvard.edu>

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HARVARD UNIVERSITY

2015-16

Administrative Fellowship Program



HARVARD UNIVERSITY



2015-16

Administrative Fellowship Program

*Harvard University's Administrative Fellowship Program provides select participants from varied backgrounds with rich opportunities to broaden and enhance their management experience and professional skills by working within Harvard's dynamic academic environment. This unique management and professional development program seeks to enrich and diversify the field of higher education and Harvard's community of talented administrators.*

THE ADMINISTRATIVE FELLOWSHIP PROGRAM

Harvard University's Administrative Fellowship Program seeks to attract talented professionals, and in particular members of historically underrepresented groups, to promote leadership opportunities and careers in higher education. In addition, The University encourages applications from individuals from all backgrounds and is committed to increasing the “pipeline” of talented individuals and professional opportunities for those interested in careers in higher education and administration. The Administrative Fellowship Program offers a twelve-month management experience complemented by a professional development program. In particular, the Program provides participants with opportunities to enhance their professional experiences by both working within an academic environment as a mid-level administrator and working in an area that broadens and deepens previous opportunities. In the end, the Program seeks to enrich and diversify the field of higher education and the Harvard community by increasing the pool of trained administrators with more individuals drawn from historically underrepresented ethnic groups.

Now in its twenty-fifth year of operation, the Program draws distinguished Fellows from business, government, education, and the professions. Each participant receives a salary with all costs for the required educational seminar series covered by the University. However, participants must secure and cover the cost of their housing. Fellows will participate in a seminar series in addition to a full-time work assignment. Seminars, lectures, and case studies have been designed to enhance management and administrative skills and to assist in self-assessment and development. The overall goal of the education program is to encourage Fellows to assess their own career development and to generate strategies for advancement.

The 2015-16 Program will begin in September. Reflecting the academic and administrative diversity of the Harvard community, assignments for each Fellow will differ. The Fellows will be placed in various schools and departments throughout the University. However, individual fellowship needs will be shaped by considering both the school's or department's needs as well as the participant's career experience. *Fellows are strongly urged to obtain leaves of absence from their current jobs. While the University will make every effort to place successful participants, there is no guarantee of permanent Harvard employment upon completion of the Program.*



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**Ablorh, Tsetso**, B.A. Harvard University. At McLean Hospital, Tsetso coached patients with anxiety disorders and as a mental health counselor, taught coping skills to trauma survivors. In her placement at the Bureau of Study Counsel, she develops projects and events to help students explore their own views and challenge dichotomous stereotypes of what it means to be successful.



**\*Aslanian, John**, Ed.M. Boston University and B.A. Michigan State University, is the Assistant Director for Student Life and Recruitment at the Harvard Graduate School of Design. He works in both student affairs and admissions-related activities for the Harvard GSD and is a member of the Dean's Diversity Committee.



**\*Butt, Muhammad Zubair**, M.S. Salem State University; M.A. Harvard University and BS Thiel College, is the Data Analyst at CEPR, responsible for implementing the data management strategies such as data collection, organization, ELT, security, and storage in this role. Zubair oversees day to day technology tier 1 and 2 related issues prior to joining CEPR.



**\*Chaudhury, Neel**, M.P.A. Harvard Kennedy School of Government; B.A. Boston University, is currently an Analyst on the Special Projects team in the Office of Financial Strategy and Planning (OFSP). His work in OFSP is focused on fundraising reporting and analytics. He has over 10 years of experience in the public and private sectors.



**\*Chang, Crystal**, MPH Tufts University School of Medicine and B.S. University of Texas, Dallas, is the Program Administrator for Executive & Continuing Professional Education (ECPE) at Harvard School of Public Health. She provides overall program management and execution for ECPE's executive programs, both custom created for corporations as well as open enrollment programs tailored for executive professionals. She also overseas and manages program compliance with CME accreditation.



**Counts, Angela**, M.F.A Northeastern University and University of Southern California, Los Angeles, CA; B.A. University of Southern California, Los Angeles, CA, has worked in the areas of admissions, student services, and student leadership development. Angela is also a film and theater director, performance artist, and playwright. As a fellow with Harvard Business School's Leadership Initiative. she will be working on a series of projects to expand the Leadership Initiative's communications and outreach efforts.



**Fox, Talia**, M.Ed. and B.A. Howard University, is a training and instructional design expert. She is the Chief Executive Officer of KUSI Training, a Small/Minority/Woman-Owned Training and Consulting Firm that develops learning and training environments for diverse industries. She designs solutions to improve leadership and management skills to increase work and life outcomes. In her placement at Harvard School of Public Health Office of Faculty Affairs, she will support faculty searches, mentoring, and development.



**\*Haggerty, Andreas**, B.S. Harvard University, is currently the Computational and Simulation Engineer for the School of Engineering and Applied Science's Undergraduate Teaching Labs. In his role, he teaches students the use of computer aided design and simulation programs aimed primarily at mechanical engineering. He also manages hardware and software in the Teaching Labs space.



**\*Herndon, Cristina**, B.A., Harvard College, is currently Fundraising and Development Specialist at LASPAU: Academic and Professional Programs for the Americas. She is in charge of developing and implementing fundraising strategy, designing the administrative and operational structures to support the new area, and building donor relationships. She also coordinates the organization's strategic planning efforts, works on program development activities, and serves as Clerk of the Corporation to the Board of Trustees.



**\*Jarvis, Francisca**, B.A. Boston College, currently serves as the Associate Director of Events, External Relations at Harvard Business School. In this role, she manages a series of signature alumni engagement, stewardship and recognition events designed to improve alumni engagement and increase support for development and the capital campaign.



**\*Lee, Julie**, Ph.D., Suffolk University; Ed.M., Harvard Graduate School of Education and B.A. Wellesley College, has been committed to the issues of equity, access and success for students and has worked in various capacities in high education administration. As an Administrative Fellow, Julie works as a counselor in the Bureau of Study Counsel where she provides academic support to students through individual consultation and workshops. She is a member of Board of Freshmen Advisors, a program developer for Success and Failure Project, a liaison to Lowell House and Oak Yards.



**\*Lee, Jennifer**, DPT Northeastern University; M.S. Simmons College; and B.S. The University of Western Ontario, is a physical therapist at Harvard University Health Services. She evaluates and treats students, as well as faculty, staff, retirees and their families who belong to the Harvard University Group Health Plan.



**\*Maginn, Nora**, Ed.M. Harvard University and B.A. Union College, has been with the Harvard University South Asia Institute since 2011, and is currently the Program Manager. In this role, she manages the faculty and student grant programs, a visiting fellows program, and organizes events, including seminars, webinars, workshops, and conferences, at Harvard and in South Asia. She is a member of the Harvard Board of Freshman Advisers.