



***Anne Occhipinti**, B.A. (Colgate University) and M.A. (Boston College) is currently the director of academic programs and student services for the Department of Health Policy and Management at the Harvard School of Public Health. Ms. Occhipinti is a resident fellow.



***Joel Rivera-Cardona**, A.L.B. (Harvard Extension School) is currently the manager of procurement services at the Wyss Institute, Harvard Medical School. Mr. Rivera-Cardona is a resident fellow.



***Monette Salud**, B.S. (Philippine Women's University) is currently a budget and financial analyst for the Central Finance and Administration. Ms. Salud is a resident fellow.



***Jodie Smith-Bennett**, B.A. (Harvard College) is currently events manager for the Harvard Graduate School of Education (HGSE) in the Development and Alumni Relations (DAR) office. Ms. Smith-Bennett is a resident fellow.



Helen Williams, B.S. (Wake Forest University) and M.A. (Lenoir-Rhyne University) has held positions in intercollegiate athletics at Lenoir-Rhyne University, Wake Forest University, University of South Florida, Western Michigan University, US Naval Academy, Princeton University, Merrimack College, and Massachusetts Institute of Technology. Her fellowship placement is with the Athletics Department, Faculty of Arts & Sciences.



Program Orientation: The 2012-13 Administrative Fellows and staff members (front, left to right): Sujata Bhatia, Sarah Morton, Helen Williams, Anne Occhipinti, Alan Garber, Provost, Manouchka Jacques, Jodie Smith-Bennett, Monette Salud, Laila Cervantes, (back, left to right): Teresa Malonzo, Assistant Director of EEO/AA and Program Manager, Lisa Coleman, Chief Diversity Officer and Special Assistant to the President, Angela Lifsey, Grace Benson, Lauren Gold, Elise Noel, Jenny Bordo, Carey Landwehr, Jesmon Idriss, Joel Rivera-Cardona, Jon Moorehead, Tim Niu, Milano Harden, Program Consultant, and Yishiuan Chin.

Photo by Sandy Middlebrooks

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 by **March 29, 2013**. To obtain an application and for more information, visit our website at <http://www.diversity.harvard.edu>

or write or call:
Office of the Assistant to the President for
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1350 Massachusetts Avenue
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HARVARD UNIVERSITY

**2013-14
Administrative Fellowship
Program**



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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-fourth 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 2013-14 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.*

2012-2013 ADMINISTRATIVE FELLOWS

**Harvard Resident Fellows: Harvard staff members selected to participate in the 2012-2013 Administrative Fellowship Program.*



Grace Benson, B.S. (University of Virginia) and Ed.M. (Harvard Graduate School of Education) previously worked at the MIT Sloan School of Management as a member of its Donor Relations and Global Engagement team. Her fellowship placement is in the Harvard College Fund.



***Sujata K. Bhatia**, B.S. and M.ChE (University of Delaware) and M.D./ Ph.D. (University of Pennsylvania School of Medicine) is the assistant director for Undergraduate Studies in Biomedical Engineering at Harvard; she is the academic advisor for all Harvard undergraduate students in bioengineering and biomedical engineering. Dr. Bhatia is a resident fellow.



Jenny Bordo, B.A. (Bowdoin College), M.A. (New York University) worked as a project coordinator in the International Division at John Snow, Inc. (JSI), an international public health consulting organization headquartered in Boston. Her fellowship placement is in South Asia Initiative.



***Laila Flores Cervantes**, B.A. (Universidad Panamericana) and Ed.M. (Harvard Graduate School of Education) is currently a placement specialist at LASPAU: Academic and Professional Programs for the Americas. Ms. Cervantes is a resident fellow.



***Yishiuan Chin**, B.S. (American University), M.S. (Chaminade University), and Certificate in Teaching English to Speakers of Other Languages (University of Cambridge) is the assistant director of the Bureau of Study Counsel at Harvard. Ms. Chin is a resident fellow.



***Lauren Gold**, B.A. (Bates College) and Ed.M. (Harvard Graduate School of Education) is the assistant director of Admissions at Harvard Law School. Ms. Gold is a resident fellow.



***Jesmon Idriss**, B.A. (College of Wooster) and M.A. (Teachers College, Columbia University) is a lead recruitment consultant at Harvard's Recruitment Services Department. Ms. Idriss is a resident fellow.



Manouchka Jacques, B.S. and B.A. (Westfield State College) recently worked at the Beth Israel Deaconess Medical Center in the Employee Relations Department as an Immigration Specialist. Her fellowship placement is in the Harvard Business School, Human Resources.



Carey Elizabeth Landwehr (Chickasaw), B.S. and M.B.A. (Friends University) served as development coordinator for Mayflower Clinic, a non-profit health clinic providing free healthcare to the uninsured and underserved in Wichita, Kansas. Her fellowship placement is with the Harvard University Native American Program (HUNAP).



Angela Lifsey, B.S. (Emerson College) is a talent management and diversity recruitment consultant with a Board Certified Coach designation from the Center for Credentialing and Education; a Professional Certified Coach (PCC) and part-time consultant focusing on helping organizations; universities, and individuals learn and excel through customized mentoring and coaching, and staffing programs. Her fellowship placement is with the FAS Human Resources.



Jon Moorehead II, B.B.A. (University of Toledo) and Ed.M. (Bowling Green State University) work experience includes teaching high school, serving as an Academic & Enrollment Advisor with Columbus State Community College, and program management experience with alternative education initiatives at the K-12 level. His fellowship placement is with The Harvard Foundation, Harvard College.



***Sarah Morton**, A.B. and Senior Fellow (Dartmouth College), M.A. (University of Sussex) is currently the administrative director of the Harvard Prison Legal Assistance Project (PLAP) and also serves as the co-chair of the Harvard Law School Clinical Standards and Practices Task Force. Ms. Morton is a resident fellow.



Timothy Niu, B.S. (University of California, Los Angeles), and M.B.A. (Babson College) served in positions responsible for program/project management (domestic/international), financial/cost management, operations, marketing, logistics, and contract negotiations in both start-up companies and international non-profit organizations. His fellowship placement is at Harvard Medical School-Portugal Program.



***Elise Noel**, B.A. (Bentley University) and Ed.M. (Harvard Graduate School of Education) is currently the student programs and outreach officer in the Committee on African Studies. Ms. Noel is a resident fellow.