

Sponsor Proposal

Administrative Fellowship Program 2015–16 Work Assignment

Note: Attach additional sheets if necessary.

Department: _____

Department Contact: _____
name title telephone

Description of proposed 2015-16 Fellowship work assignment:

Please specify work experience, background, and skills required (e.g. computer, financial, student services, development, etc.) Please feel free to note special qualifications desired such as competency in a particular area of expertise in a designated field.

To whom would the Administrative Fellow report? _____

What is the estimated length of time required for a 2015-16 Administrative Fellowship Program work assignment in your department?

_____ 9 months _____ 12 months

start date _____ end date _____

(Please note the Administrative Fellowship Program is a 12-month commitment from September through August. However, certain Administrative Fellowship Program work assignments may require flexibility.)

Financial Assistance needed? Yes _____ No _____

Signature

Date

*Please return completed Administrative Fellowship Program sponsor proposal **by April 3, 2015** to Teresa Malonzo, Office of the Assistant to the President for Institutional Diversity and Equity, via fax at 495-8520 or email at Teresa_malonzo@harvard.edu.*