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.