**Sponsor Proposal**

Administrative Fellowship Program 2016–17 Work Assignment

*Note: Attach additional sheets if necessary.*

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 name title telephone

Description of proposed 2016-17 Fellowship work assignment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

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To whom would the Administrative Fellow report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the estimated length of time required for a 2016-17 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 February 26, 2016*** *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.*