

**Call for Applications:  
Office of the Provost Fellow for Faculty Awards and Recognition**

The Office of the Provost Fellow for Faculty Awards and Recognition has responsibilities under the guidance of the Senior Vice Provost for Academic Affairs to manage faculty awards and honorifics across all colleges and schools at Northeastern University, particularly through exploration of a range of internal and external awards available to support and recognize the teaching, service, and research of Northeastern's faculty. The Fellow will also work closely with the university-wide Honorific Awards Initiative, whose members include associate deans from each of the schools and colleges. Additional responsibilities include managing the nomination packages of Northeastern faculty members for prestigious research awards, recognitions, and honors. The position requires development of discipline-specific processes and support tools for Northeastern's academic departments, while coordinating and supporting institution-wide nominations for highly prestigious awards and honors. The position also calls for skill in interactions with faculty and academic leaders at all levels in the university in developing communications strategies to highlight award winners. Term is one calendar year, renewable, starting January 9, 2023. Compensation for this 20 hour per week position will include a stipend and one course release.

**QUALIFICATIONS:**

- Previous experience in university administration (e.g., department chair, associate dean, program director, administrative role in the department or college).
- Senior faculty (tenured or senior full time non tenure-track faculty) with ability to operate independently with periodic guidance.
- Experience analyzing nomination submission requirements. Knowledge of prestigious award programs nationally and internationally.
- Ability to work independently and to coordinate and prioritize multiple projects simultaneously.
- Excellent written and verbal communication skills and project management skills.
- Demonstration of maturity, diplomacy, close attention to detail, professionalism, excellent interpersonal skills, and a team-oriented approach.
- Skill at handling sensitive and confidential information.

**To apply:**

Please submit **one PDF** to the following link by December 15, 2022: [Submission Portal](#)

**The PDF should include:** 1) a 1-2 page letter of interest describing your experience in previous administrative role(s) and any specific experience in this content area (e.g., receipt of your own award, letter writing for student or faculty awards); and 2) your CV.

Prior to submitting an application, the faculty member should speak to their department chair (or equivalent) about the role and the workload modification that will be required.

Deans will also be encouraged to submit nominations for this position. Deadline for applications is **December 15, 2022**.