PUBLIC HUMANITIES INITIATIVE IN DOCTORAL EDUCATION
2023-2024 FELLOWSHIPS

**JOB TITLE:** Program Coordinator (Graduate Fellow)

**ORGANIZATION:** Beyond the Tenure Track

**ORGANIZATION DESCRIPTION**

**Beyond The Tenure Track** is an professional development agency that equips academics for sustainable careers, scholar-leadership and thriving lives. BTTT offers e-newsletters, programs, books, trainings, and an annual conference, serving thousands of graduate students and faculty members each month. Founded in 2015 by Fatimah Williams, Ph.D. (Rutgers 2011, UVA 2002), our company is headquartered in Atlanta, GA and all team members are fully remote. BTTT is a for-profit organization with a heart of service to our community and clients.

*Connect with us!*

BeyondtheTenureTrack.com  Facebook.com/fatimahphd
LinkedIn.com/in/fatimahphd  Youtube.com/@fatimahwilliamsphd
Join our leadership newsletter: fatimahwilliams.com/newsletter.com

**POSITION DESCRIPTION**

Beyond the Tenure Track (BTTT) seeks a Program Coordinator to help manage and grow our signature programs. BTTT has three major projects for the 2023-24 academic year and, in collaboration with the CEO, the Program Coordinator will select one or more as their fellowship focus.

BTTT is committed to your professional development. Expect to develop your professional portfolio and concrete job skills, by carrying out a defined set of deliverables over the course of your fellowship.

Visit gsas.nyu.edu/public-humanities-initiative.html to learn more about the Public Humanities Initiative in Doctoral Education program. This position is only available through this program; please do not contact the host organization directly.

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Company Project Overviews:

1. **Professional Pathways Program**: 10-month leadership development program for faculty. Enrollment is open to institutional cohorts and individual faculty members.

   *2023-24 Goal and Sample Deliverables*: 2022-23 was our beta year with a 30-member test cohort. Our focus for 2023-24 is to maintain program quality and high-touch, responsive experience as we increase enrollments. Engage online program community. Co-facilitate peer group sessions. Conduct, analyze and present survey research. Conduct market research and design ways to engage target audiences.

2. **Options for Success**: Nonacademic job search course for PhDs. One-year program with rolling admission. Enrollment is open to individuals.

   *2023-24 Goal and Sample Deliverables*: Meet monthly enrollment benchmarks through course promotion and paid online advertising. Design activities or program features to boost member engagement in the course and as ambassadors of the course.

3. **Book launch and promotion**: The CEO will begin promotion for her forthcoming manuscript about the nonacademic job search for PhDs (Oxford University Press).


**QUALIFICATIONS**

This role is great for someone interested in careers in:

- Management consulting
- Project management
- Business or social entrepreneurship

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Qualifications and characteristics of someone likely to succeed in and enjoy this role:

- Excellent written and oral communication skills.
- Experience with community engagement and/or facilitating virtual learning groups, discussions and activities.
- Experience with copywriting, copyediting, blogging or vlogging.
- Experience with social media content creation and/or digital marketing, especially with Facebook, LinkedIn, or Instagram.
- Experience with survey creation, data analysis and data reporting/data visualization.
- Experience with Canva helpful, but not required.
- Must be well organized, motivated, and detail-oriented.
- Ability to work in a remote team setting and meet due dates.
- Demonstrate initiative, curiosity and creativity, and the ability to implement ideas.
- Has a healthy view of the possibility of entrepreneurship as a vehicle for social change and improving people’s lives.
- Major is open.