

# Outreach and Community Engagement Fellow

## Program Overview

The College of Health, Education, and Social Transformation invites faculty applications for a newly established Outreach and Community Engagement Fellow position. This is a pilot program that will run for one academic year, with the possibility of renewal contingent on funding availability and fellow performance.

The Fellow will work directly with both the Associate Dean for Research (ADR) and the Associate Dean for Academic Affairs to support and expand HEST's outreach mission. This is a stipend-based position that is distinct from and in addition to the Fellow's standard faculty allocation of effort. As a compensated role, service performed as Fellow may not be counted toward the Fellow's existing service allocation.

## Fellowship Stipend

Fellows will receive a stipend of \$12,000 for the academic year. This compensation is provided in recognition that fellowship duties are performed above and beyond the Fellow's normal teaching, research, and service load, as confirmed by the Fellow's Department Head.

## Responsibilities and Duties

### Event Planning and Coordination

The Fellow's primary responsibilities will include, but are not limited to:

- Assist with the planning, organization, and execution of college-wide events
- Assist with student engagement activities including public events and college initiatives related to recruitment, retention, and graduation.
- Coordinate logistics, communicate with stakeholders, and support post-event evaluation and reporting.

**Application Deadline: May 15, 2026**



## Outreach Workshops

- Help design and facilitate outreach workshops on behalf of the HEST College.
- Identify opportunities to engage community partners, K-12 institutions, and other stakeholders in college-sponsored programming.
- Work with communications and marketing personnel to create targeted messages and boost participation and visibility.
- Develop an annual report highlighting the College's impact in the community.

## Collaborative Planning

- Participate in monthly meetings with the HEST outreach team to contribute to planning, share progress, and coordinate upcoming outreach initiatives.
- Collaborate closely with both the Associate Dean for Research and the Associate Dean for Academic Affairs to align outreach efforts with college priorities.
- Serve as the college's liaison for LCPS Community Schools partnerships.

## Eligibility

- Open to all regular and current HEST faculty members at any position title and rank.
- Applicants must obtain written approval from their Department Head, confirming that fellowship duties will be performed in addition to (and will not interfere with) their normal allocation of effort (teaching, research, and service).
- Because this is a paid fellowship, work performed in this role cannot be counted toward the Fellow's existing service allocation.

## **Application Submission Materials**

- 1. Personal Statement (1 page maximum):** A description of why you are interested in this fellowship, how your background and experiences position you for this opportunity, and how you envision contributing to HEST's outreach and community engagement mission.
- 2. Letter of Support from Department Head:** A signed letter from your Department Head explicitly approving your participation and confirming that fellowship duties will be carried out above and beyond your standard allocation of effort.
- 3. Current Allocation of Effort (AOE):** A copy of your most recent, approved Allocation of Effort document.
- 4. Updated CV or Resume:** A current curriculum vitae or resume highlighting relevant experience in outreach, community engagement, event planning, or related activities.

## **Pilot Program and Renewal**

This fellowship is being offered as a one-year pilot program. At the conclusion of the academic year, the program will be evaluated for continuation. Renewal for a subsequent year is possible and will be determined based on the availability of funding and the performance of the Fellow during the pilot year.

## **Submission Instructions**

Please compile all application materials into a single PDF and submit to the Office of the Associate Dean for Research by 11:59 PM on May 15, 2025. Late or incomplete applications will not be considered. Applications will be reviewed by Dean Marlatt, ADR Hout, and Director of Research Operations Center, Dr Hannan.

**Submit all materials to ADR Hout (mhout@nmsu.edu) with the subject line "Outreach Fellow Application - {Your Name}." Questions? Contact the ADR office.**

