



# Innovation Academy Experience Fellows Application Packet 2025-2026

## Application Steps:

1. Review this packet carefully to determine which position you'd like to apply for.
2. Complete the Innovation Academy question in [Scholarship Universe](#).
  - a. If you have any questions, please refer to this document: [Scholarship Universe Question Directions](#)
3. Submit your application online via this [Qualtrics Application](#), ensuring you respond thoughtfully and thoroughly to the essay questions.
4. Applicants chosen for an interview will be notified via the email provided in the application.

The Innovation Academy Experience Fellows program offers a unique leadership opportunity to engage the UVU community and promote awareness of the Academy's mission. **Fellows are divided into three roles—Outreach, Operations, and Partnership**—each with distinct responsibilities supporting programs like Education Abroad, e2i, Global/Intercultural Initiative, Undergraduate Research and Creative Works, FanX Studios, and the Start-up Scale-up Team.

## Benefits of Being a Fellow:

- Receive a **tuition waiver scholarship** (or cash award if already receiving external scholarship(s)).
- Enhance your resume with **hands-on experience** in communication, project management, leadership, and teamwork.
- **Gain mentorship** from Innovation Academy staff and secure future letters of recommendation.
- **Expand your network** by connecting with driven, like-minded students both on campus and in the community.

## Fellowship Position Descriptions

### Outreach Fellows

#### **Role Summary:**

As an Outreach Fellow, you will engage in strategic storytelling, ambassadorship, and communications to promote a specific program and the broader Innovation Academy opportunities. You don't need to be an expert, but you should have a strong interest in and enthusiasm for the program you represent.

#### **Available Program Areas:**

- Start-up Scale-up Team
- Project Based Learning
- Global Intercultural Initiative
- Education Abroad
- Undergraduate Research and Creative Works
- Integrated Studies

#### **Time Commitment:**

- Approximately 5 or 10 hours per week.
- Primarily in-person with some remote work, depending on your program area's needs and your supervisor's requirements.

#### **Key Responsibilities:**

- **Marketing Materials:**  
Develop and manage content for social media and promotional materials, ensuring consistency with program messaging and branding across both digital and print platforms.
- **Event Outreach & Engagement:**  
Represent your program at various campus outreach and tabling events. Engage students and share detailed information about your program area and the overall Innovation Academy experience.
- **Data Management:**  
Accurately track and record data related to outreach efforts, engagement metrics, and event attendance.
- **Task Management & Team Collaboration:**  
Efficiently manage tasks in a professional manner, maintain regular communication with your supervisor and team to maintain alignment on goals.
- **Additional Duties:**  
Perform other duties as assigned to support the program's goals and initiatives.

## E2i Operations Fellow

### **Role Summary:**

As an Operations Fellow, you will have the opportunity to apply your growing skill set to real-world situations while working behind the scenes for the e2i program. There are three specialized roles, each with a distinct focus:

- **Human Resource Specialist** – Assist with the evaluation, hiring, and onboarding of new e2i student team members.
- **Marketing Subject Matter Lead** – Provide expertise in marketing, including supporting the vetting and development of project scopes.
- **Tech Subject Matter Lead (Coding/Computer Science)** – Provide technical expertise to build project charters, vet project scopes, and support the program's technical needs.

### **Time Commitment:**

- Approximately 10 hours per week
- Primarily in-person, with some remote work, depending on your specific role and the needs of your supervisor

### **Key Responsibilities:**

(Responsibilities will vary depending on your area of expertise)

- **Professional Execution:**  
Complete tasks efficiently and professionally with strong organizational skills and effective time management.
- **Stakeholder Communication:**  
Communicate clearly and effectively (both written and verbal) with various stakeholders, ensuring alignment and smooth execution of tasks.
- **Problem Solving:**  
Apply your skills to troubleshoot and resolve issues as they arise, contributing to the overall success of the e2i program.
- **Confidentiality:**  
Manage confidential information with care, ensuring compliance with organizational policies.
- **Data Management:**  
Track and maintain accurate data related to program activities and outcomes.
- **Additional Duties:**  
Perform other duties as assigned to ensure the continued growth and success of the e2i program.

## Partnership Fellow

### **Role Summary:**

As a Partnership Fellow, you will gain hands-on, professional experience by collaborating with an external partner. These opportunities will include career-building experiences, project-based work, with a focus on the fields of film and animation for the 2024-25 academic year.

### **Available Opportunities:**

- **FanX Studios** – Contribute to the development of a feature film project by working with Hollywood entertainment professionals.
- **San Mateo Project** – Create animated shorts for schoolchildren in Guatemala for a global non-profit organization.

### **Time Commitment:**

- Approximately 10-12 hours per week
- Primarily in-person, with some remote work, depending on the specific position and supervisor's needs

### **Role-Specific Responsibilities:**

#### *FanX Studios*

- **Collaboration with Industry Professionals:**  
Work closely with film production and distribution company principals, gaining firsthand experience in the entertainment industry.
- **Production Support:**  
Assist with a variety of tasks, including script submission, screenwriting, development, and production processes.
- **Confidentiality & Professionalism:**  
Maintain confidentiality and demonstrate professionalism when working with industry leaders and handling sensitive materials.
- **Additional Duties:**  
Perform other responsibilities as assigned, contributing to the overall success of the partnership.

#### *San Mateo Project*

- **Animation Production:**  
Utilize contemporary 2D animation techniques to produce high-quality animated stories that meet television standards.
- **Technical Animation Tasks:**  
Rig traditional characters, complete cut-out animation, and handle tasks such as background creation, character design and rigging, effects, compositing, and rendering.
- **Additional Duties:**  
Perform other responsibilities as assigned, contributing to the overall success of the partnership.

## General Qualifications:

- Be enrolled in and complete 12 UVU undergraduate credit hours each semester.
- Have a 2.75 cumulative GPA OR a 3.0 GPA for the previous 4 semesters; maintain 2.5 GPA minimum going into spring semester (both semester and cumulative).
- Utah resident status
- Be in good standing with the university
- A desire to serve students of UVU and the community
- Successful candidates are willing to learn new things and be challenged, enjoy involving others, think critically and strategically, manage their time and tasks well, and are committed to their selected Innovation Academy program.

## Scholarship notes:

Innovation Academy Experience Fellow positions are granted an in-state undergraduate scholarship for each semester of service. Participation awards (scholarships) are determined by the availability of tuition waivers. Students receiving compensation must also meet certain academic requirements as set forth by the Scholarship Office and are subject to restrictions set forth by the State of Utah and the institution. University standing, GPA, credit requirements, and scholarship semester eligibility (students can only receive 8 total semesters of scholarships from the university) must be met each semester to qualify. In the case that a student is receiving additional awards funded through other campus departments, academic programs, or private donors may affect the dollar amount that the program is able to award. Lastly, students are only eligible to receive a tuition waiver that is equivalent to the Utah resident portion of undergraduate tuition.

## Non-Discrimination Policy:

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Students who need accommodations because of a disability may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in BA110. Call the OAS office at 801-863-8747.

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