

Leadership Opportunity	Timing	Paid Position?	Estimated Time Commitment	# of Available Positions	Contact(s)
Cluster Presidents and Cluster Reps	Late August / Early September  President Intent to Run due 8/27 8 pm  Cluster Council Intent to Run due 9/10 at noon	No	President ~10 hours/week  Other Positions vary but on average 2-5 hours/week  Majority of time in Q1 & 2	1 President  17 Council Positions  Per Cluster	Sara Leitner leitners@wharton.upenn.edu
Small Business Development Center	Late August/Early September	Yes	5-10 hours/week	up to 25	Erin McGowan mcgowane@wharton.upenn.edu
Student Admissions Program	Early September	SAP Co-Chairs – Yes  Other volunteers - No	1-5 hours/week	3 Chairs, Open Membership	Danielle DeShields daniel@wharton.upenn.edu
Lipman Family Prize Fellows	September	Yes	5-8 hours/week	12	Umi Howard uhoward@wharton.upenn.edu
Pub Committee	September	No	2-4 hours/week	5-7	Ziya Gur ziyagur@wharton.upenn.edu  Nazmi Elyigit nazmi@wharton.upenn.edu
Career Fellows	Mid-September	Yes	4 hours/week with certain time periods more concentrated than others	35	Sue Valerio-Sladen avsladen@wharton.upenn.edu
Welcome Committee	Mid-September	No	1 hour/week; 50 hours/week during admit weekends	40	Office of Student Life mbastudentlife@wharton.upenn.edu
Leadership Coaching Program	Fall through Spring, 1Y or 2Y	No	1-3 hours/week, varies depending on portion of the program	Unlimited	Lynn Krage lkrage@wharton.upenn.edu

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Deans' MBA Student Advisory Council	Late September/Early October	No	2-3 hours/week	15-20	Sue Kauffman DePuyt depuys@wharton.upenn.edu  Karan Dhruve dkaran@wharton.upenn.edu  Pratyusha Yalamanchi pyal@wharton.upenn.edu
Global Immersion Program (GIP)	October, December	Yes - Student Ambassadors and Coordinators	2-4 hours/week	2 ambassadors per program  2 coordinators per program	Amy Miller amymill@wharton.upenn.edu  Christine Sweeney sweeneyc@wharton.upenn.edu
Nonprofit Board Fellows	October (Executive Committee Fellows)  November (Board Fellows)	No	4-5 hours/week	40	Dan Kaufman kaufd@wharton.upenn.edu
Wharton Communication Fellows	October, Rolling	Yes	Approximately 12 - 14 hours/quarter	Varies	Lisa Warshaw warshawl@wharton.upenn.edu  Carl Maugeri maugeri@wharton.upenn.edu
Leadership Fellows	November	Yes	First Year Spring: 6-7 Fridays of Training; Summer: 1 hour/week plus 2 weeks (full days) during Pre-Term  Second Year Fall/Spring: 1-5 hours/week	48	Amanda Zimmerman amandaz@wharton.upenn.edu

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Student Life Fellows	November	No	First Year Q4: 20 hours training; Summer: 1 hour/week plus Preterm weekend  Second Year Q1 5-10 hours/week  Otherwise: 1-3 hours/week	52	Office of Student Life mbastudentlife@wharton.upenn.edu
Global Modular Class (GMC)	Classes are offered during winter break, spring break, and in May	No	3-6 days depending on the class	Approximately 400	Paula Greenberg pgreenbe@wharton.upenn.edu
Purpose, Passion, and Principles Groups and Facilitators	January of 1Y and/or September and January of 2Y	No	3 hours/week for participants and 4-5 for facilitators plus additional facilitator training time	6	Lynn Krage lkrage@wharton.upenn.edu
Authors@Wharton Speaker Series Student Committee	February	No	1-2 hours/week	12	Kaitlyn Phillips kaitlynp@wharton.upenn.edu
WGA Elections	March	No	20 hours/week	4	Chase Jones chasejns@wharton.upenn.edu
Venture Fellows	Mid-March	Yes	4-5 hours/week	30	Jules Roy julesroy@wharton.upenn.edu
Admissions Fellows	Late March	Yes	1-5 hours/week non-peak season 10 hours/week during interview periods of Mid-November, Late February, and Mid April	45-55	Danielle DeShields daniet@wharton.upenn.edu
Alumni Fellows	Late March / Early April	No	2-4 hours/week	22	Alex Toner atoner@wharton.upenn.edu

Leadership Opportunity	Timing	Paid Position?	Estimated Time Commitment	# of Available Positions	Contact(s)
Pub Outside of Penn City Captains	Late March/Early April	No	1-2 hours/week from April thru Sept	Approximately 40-50, varies based on geographic location and student volunteers	Erin Fisher erinfish@wharton.upenn.edu
Club Officers	~ April	No	2 - 5 hours/week, but varies - contact previous Club Officers for details)	1-4	Remi Ogunro oluremio@wharton.upenn.edu
Ethics Committee	April	No	See Contact for Details	9-18	Stephan Dieckmann sdieckma@wharton.upenn.edu
Conference Chairs	Varies	No	2 - 5  (Varies - contact previous Conference Chairs for details)	2-4	Remi Ogunro oluremio@wharton.upenn.edu
Academic Fellows	2Y	Yes	10-15 hours per quarter	10-15	Lisa Rudi lrudi@wharton.upenn.edu
Cohort Marshals	January, 2Y	No	2YQ4: 1-2 hours/week	12	Office of Student Life mbastudentlife@wharton.upenn.edu

### **Cluster Presidents and Cluster Reps**

Cluster Presidents and Cluster Rep positions offer important opportunities to shape the first year experience of your cluster as well as get involved with the WGA and Wharton administration. Some responsibilities include organizing events, conveying important information within the cluster, acting as a resource for the cluster (interacting with the WGA, Administration, and Alumni), and building your cluster's culture and community. Cluster Presidents and Cluster Reps have an opportunity to leave their personal stamp on the school, and the WGA is ground zero for leadership opportunities at Wharton. Elections for President will be administered at the first cluster suppers, and if you choose to run, you are required to make a short speech to your cluster regarding your candidacy on Election Day. Subsequent Cluster Council positions will be filled through online elections the week of 9/10. Cluster positions include Cluster President, Finance, Academic, Communications/Career, Student Life, Social Impact, Diversity, International, Leadership, and Social.

### **Small Business Development Center**

The Wharton Small Business Development Center (WSBDC) is a highly selective and challenging program for 1st Year MBA students interested in applying the concepts of entrepreneurship to actual start-ups and operating businesses drawn from the Philadelphia business community.

SBDC consultants have the opportunity to use the frameworks and tools of the MBA program and apply them to real operating businesses. As a consultant, you will:

- Manage client relationships
- Apply research and analytic frameworks
- Develop leadership, communications, and project management skills
- Make a measurable economic difference in the Philadelphia business community

1st year consultants are hired only in Fall semester. Information Sessions are held in pre-term with interviewing and hiring in early September. Accepted candidates will be asked to attend trainings and required to work 5 – 10 hours per week each semester. These are paid positions.

### **Student Admissions Program**

The Student Admissions Program (SAP) supports The Wharton School by serving as brand ambassadors and by sharing their own unique individual perspectives with potential students through the MBA Admissions daily visit program and coffee chats over winter & summer break. Both first and second-year students are encouraged to volunteer and become members. The SAP consists of 2 first year co-chairs and 1 second year co-chair. All of whom apply and are interviewed by past SAP Co-Chairs and Admissions staff members. Chairs will be appointed in early September.

### **Lipman Family Prize Fellows**

The Lipman Family Prize Fellows help plan and execute elements of the award's selection process and support of prize finalists. Fellows, recruited from various schools at Penn, review applications, analyze data, present to the Prize's selection committee and attend the awards ceremony during which the prize winner is publicly announced. The 12 fellows will participate for a full academic year between October and May. Students will need to work anywhere from 5-8 hours per week depending on the time of the year. The months of October, November, March and April are typically the busiest. Fellows may have the opportunity to participate in a partially subsidized site visit to see the work of the winning organization. Applications are accepted in September for service during that academic year.

### **Pub Committee**

The Pub Committee is responsible for nourishing one of Wharton's most time-honored and popular traditions. Its mission is to ensure that the entire student body comes together every Thursday of the year in a fun and relaxed environment to forge lifelong friendships! The Pub Committee consists of 5-7 members who are hand-picked by their predecessors. The new committee is selected in April with incoming first year representatives selected in September. Interested students should reach out directly to both of the Pub Committee presidents Ziya Gur ([ziyagur@wharton.upenn.edu](mailto:ziyagur@wharton.upenn.edu)) or Nazmi Elyigit ([nazmi@wharton.upenn.edu](mailto:nazmi@wharton.upenn.edu)).

### **Career Fellows**

MBA Career Management provides opportunities for both first and second year students to become part of the MBACM team and support their classmates in excelling in their job search. First Year Career Fellows will represent their cluster by providing important feedback and insight regarding the career interests of their peers and progression of their job search as well as feedback on MBACM resources and initiatives. Most importantly, First Year Career Fellows will represent the MBACM office in communicating important career-related information, deadlines and job search activities to their cluster. Second Year Career Fellows will have proven success completing their own job searches and stand out as among the best when it comes to industry-specific interviewing and networking experience. Second Year Career Fellows will become trained members of the MBACM staff and provide valuable career preparation assistance to first and second year students including resume reviews, mock networking meetings, industry-specific mock interviews and actionable and specific feedback. Both the application and selection process occur in September.

### **Welcome Committee**

The Welcome Committee works closely with the MBA Graduate Division to plan and implement all aspects of the winter and spring welcome weekends, and generally serve as the face of Wharton marketing the program to prospective students. Members of this committee will interview for their positions in late September. Application details in early-mid September.

**Leadership Coaching Program**

The Leadership Coaching (formerly called the Executive Coaching and Feedback Program) is a unique opportunity for all first-year MBAs to get personalized one-on-one guidance from an executive coach based on detailed 360<sup>0</sup> feedback. Leadership Coaching enables and supports every MBA student in the pursuit of deeper self-awareness and improved leadership skills and team and community performance. The essential elements of the program include a self- assessment, 360 assessment, and one-on-one sessions with an executive coach. You can learn more about Leadership Coaching at the McNulty Leadership Program Information Session.

**Deans' MBA Student Advisory Council (DMAC, formerly DGSAC)**

The Deans' MBA Student Advisory Council is a select group of first and second years who work closely with Wharton's Dean, MBA Vice Dean, and program senior leadership team on strategic issues faced by the School. Applications are due in late September, and selections will occur by early-October at the latest. Important note – DMAC is a two-year commitment, as those selected are expected to serve for both their first and second years at Wharton.

**Global Immersion Program (GIP)**

Programs to be announced in early July. Enrollment applications for Fall GIPs are due in October. Travel happens over Winter and Spring breaks. 1-2 students per program will be hired as coordinators to assist in the planning of the program. Enrollment: 35 students max per program.

The Global Immersion Program (GIP) is an elective course, MGMT656, designed to provide a high-level survey of the economic, cultural and geo-political drivers behind regions integral to the global economy. By attending faculty lectures and traveling abroad to meet with local business leaders, government officials, and Wharton alumni, students have the opportunity to learn from a tremendous group of professionals while also immersing themselves in another culture and building strong relationships with their GIP cohort. The course is composed of on-campus sessions, a multi-week study tour, and written assignments. Programs depart after finals in December and during Spring Break in March. Since its inception in 1993, more than 2,000 Wharton MBA students have participated in the GIP. Many have returned saying it was one of the highlights of their Wharton careers.

### **Nonprofit Board Fellows**

Through two distinct fellowship offerings, the goal of the Nonprofit Board Fellows (NBF) at the Wharton School is to create an experiential learning environment for students that also supports local nonprofits. Students with no prior nonprofit board experience can apply to become a Nonprofit Board Fellow, in which they are matched to a nonprofit board in the greater Philadelphia area for one year and where they serve in the role of “visiting board member.” Students with prior experience with nonprofit boards can apply to lead the program by joining as an Executive Committee Fellow. The selection process for the Executive Committee Fellows begins in October, and selection for Board Fellows begins in late November. Once selected, Nonprofit Board Fellows receive trainings on nonprofit board governance and selected leadership development topics. Executive Committee Fellows are trained as peer coaches and facilitators to guide the Board Fellows through their visiting board service experience and lead the development of community and group culture.

### **Wharton Communication Fellows**

Wharton Communication Fellows are second-year students who serve as trained speaking-skills coaches for students in core Management Communication courses. The program attracts students who share a commitment to excellent communication and an interest in helping first year students become better, more confident speakers. Communication instructors nominate outstanding first-year students to become Fellows based on their speaking skills and their ability to give effective feedback to peers in Communication class. Selection is based on 2 criteria: a recommendation from the student's Communication course instructor and completion of an application essay. Selection occurs on a rolling basis so that the quarter you choose to take communication will not affect your chances of being selected. Communication Fellows have the opportunity to become involved in a number of specialized projects including advanced speaking skills training opportunities.

### **Leadership Fellows**

Leadership Fellows are charged with providing every first year student the opportunity to enhance their leadership potential through the development of practical tools and concrete strategies applicable in every area of their lives. They do so by mentoring learning teams, coaching first years, and creating opportunities for individual and team development. They facilitate the Learning Team Retreat and the Big Idea and serve as TAs during MGMT 610. Beyond Pre-Term, Leadership Fellows will periodically facilitate individual and group sessions to help you maximize your first year experience and provide additional mentorship throughout the first year. Applications are due in November and selections are made early in the spring semester.



**Student Life Fellows**

Student Life Fellows are a group of 52 Second-Year MBA students charged with supporting the mission of the MBA Office of Student Life by working closely with the Student Life staff and first-year students to foster and develop a sense of community and belonging to Wharton. This group is formed from rising second-year MBAs. The application process starts in November of the first year with interviews and selection happening in early February.

**Global Modular Class (GMC)**

Global Modular Courses (GMCs) are offered in an intensive workshop format over three to seven days. Students understand applicable business opportunities and practice through project- and team-based immersive learning, in a geographic location relevant to the subject matter during school breaks. First offered in 2009, GMCs have yearly offered 12 unique course experiences. Examples of past courses include: Sustaining National Competitiveness: Japan; Technology and Entrepreneurship in India; Opportunities and Challenges in Africa: Healthcare and Business in Ethiopia; Sustainable Growth in ASEAN: Singapore, Malaysia and Indonesia; Conflict, Leadership and Change: Lessons from Rwanda; and Finance in the Middle East and North Africa. .

The full list of courses for the 17-18 academic year will be announced in early September along with exact course dates and registration information.

**Purpose, Passion, and Principles Groups and Facilitators**

Purpose, Passion & Principles, otherwise referred to as P3, is an eight-week small group program designed to provide a platform for students to gain a deeper understanding of their own definitions of success and happiness and how these relate to their professional and personal goals. Students participating in P3 will be guided through a curriculum that includes curated readings, exercises and structured group discussion where students ask and answer questions such as: What do I really want to do with my life? How will I lead a meaningful life? What's the difference between happiness and fulfillment for me? The P3 groups are comprised of ~6 students guided by a facilitator. Students can participate in P3 during the spring of first year or either semester of second year and can apply to facilitate a P3 group after participating.

**Authors@Wharton Speaker Series Student Committee**

Composed of both Wharton undergraduate and MBA students, the Authors@Wharton Student Committee plays an integral role in expanding and enriching the speaker series in a variety of ways, from suggesting potential speakers and topics to managing events. Committee members often have the opportunity to interact with our world-famous speakers, either before the event or at a post-event dinner.

Responsibilities include:

Attend Authors@Wharton events (3-4 per semester)

Serve as Event Lead for at least one event per semester

Provide support at events, including event management, book distribution, VIP management, Q&A session, social media posting, etc.

Attend monthly committee meeting (3-4 per semester; time and date TBD based on member availability but attendance is mandatory)

Provide recommendations and feedback on potential speakers and topics

Assist with the committee selection process

Applications are accepted in February for service during the following academic year.

**WGA Elections**

WGA elections take place in March. Slates run as groups of four people (President and 3 VPs forming the Executive Council). The number of slates per year varies substantially, ranging from one last year to as many as six. Once the WGA is selected, a second election of WGA officers is held in which 20-30 roles across a number of student initiatives (Alumni, Student Life, Leadership, Marketing, Social, etc.) are selected and filled by the incoming WGA Exec Council. These elections are held at the end of March and are generally hotly contested elections, especially for the visible and administration facing roles.

**Venture Fellows**

Venture Fellows are carefully selected and trained 2nd-year leaders who possess the following competencies: Leadership Character, Diplomacy, Emotional Intelligence, Adaptability and Resilience, and Effective Communication. Venture Fellows are responsible for assisting with Venture marketing efforts, conducting pre-trip information sessions and activities, serving as a coach and facilitator during ventures, and collecting information after the ventures to ensure continuous improvement of the program. Applications are due immediately after spring break (mid-March) of the students' first year, and selections are made 2-3 weeks later. VF Selection is based in part on a required essay, and an interview. The applicant's attendance, GPA, and LT history will also be assessed by a staff member to verify that he or she is not at risk of academic probation.

### **Admissions Fellows**

Admissions Fellows (AFs) are current second year students who are selected and hired by the Admissions office to help with the MBA Admissions evaluation process. AFs are vital to the success of the Admissions Committee and the school and have an impact on the admissions process in two important ways: interviewing potential admits and conducting on-campus information sessions. A subgroup of AFs will focus on diversity, recruitment and yield initiatives. Applications are due by the end of March, and decisions will be communicated in mid-late April.

### **Alumni Fellows**

Student Representatives of Wharton External Affairs to serve as class liaisons that bridge the gap between the student experience to the alumni experience. They are advocates for long term engagement and philanthropy with Wharton. As part of this role they develop strategy and an execution plan in collaboration with External Affairs for Class Gift Campaign including timeline, marketing, messaging, operating plan, goals for participation and funds raised, solicitation methods, incentives, stewardship opportunities. They also convey the importance of philanthropy to classmates to encourage support for the school and their contribution to the class gift. Students in this program also are matched based on industry preference with a Wharton Executive Board Member to mentor them through the year long program.

Info sessions will be held March/April of 2018 for the Class of 2019 with applications, then in person interviews, to follow. 22 positions available.

### **Pub Outside of Penn City Captains**

The Pub Outside of Penn (POP) City Captains are a group of first year students committed to extending the social tradition of MBA Pub to other cities during summer internships. City POP Captains collaborate and engage with Wharton regional clubs, alumni, classmates and new students by coordinating “pub” events in their assigned city. Information sessions and applications are available in early April. POP Captain Duties Include:

- 1) Attending and helping with POP City Drink Ups
- 2) Attending the Kick Off Meeting for POP City Captains
- 3) Liaising with the Alumni Regional Club in your city
- 4) Planning and hosting a minimum of two summer events in your city
- 5) Marketing and inviting constituents to POP Events in your city - Via the POP FB Page
- 6) Share your city kickoff event at First Year Brunch
- 7) Capturing a group photo with the POP banner at each event
- 8) Reporting all events to the POP Co-Chairs for tracking and outreach metrics
- 9) Participating in the POP King and Queen Competition
- 10) Supporting the Philly POP Event which takes place during Pre-Term.

**Club Officers**

Clubs presidents come to serve in their positions through a vigorous application or election process. Some clubs have one president and a handful of officers who form a board (alumni, treasurer, social, marketing, and development to list a few) while other clubs have two to three (and sometimes five) co-presidents. The larger the club, the more positions available. Club elections generally occur between February and April as the second years prepare for graduation, leaving a month to transition responsibilities. Many clubs have leadership positions specifically for first years, who may apply to join a first year board, which is a great opportunity to gain visibility into the major leadership positions available to second years.

**Ethics Committee**

The Ethics Committee is a group of at least nine Wharton MBA students who are charged with upholding the standards of the Wharton MBA Code of Ethics both through encouraging responsible conduct in a pro-active manner and by hearing any complaints brought forward under the code. This process is student driven, managed, and carried out and is a fine example of our tradition of student involvement in shaping the school's policies and the Wharton experience as a whole. The previous year's chairs of the committee and the MBA administration send out a call for applications in late spring and throughout the summer.

**Conference Chairs**

Conference chairs are generally selected from students who were active in the conference planning process during their first year. Each conference has a different timeline and student leadership need, but generally the lead chair is voted on by the current conference committee. There's a lot of variability in terms of numbers and interest so from a first year perspective, it is best to watch for emails from the respective clubs when they're soliciting volunteers and be involved early if you hope to run a conference in your second year.

**Academic Fellows**

Academic Fellows are second year students who have demonstrated academic success in their first year, particularly in their quantitative core classes. These fellows are hired by the MBA Office of Academic Affairs to provide group tutoring to first year students who are struggling academically. Selection is based upon students' grades, along with advisor and peer recommendations. Previous tutoring or teaching experience is helpful. Roughly 10-15 students are chosen throughout the course of the academic year, based upon the demand for tutoring services.

**Cohort Marshals**

Cohort Marshals are nominated and elected in December of their second year by peers within their cluster. Once elected, Cohort Marshals work with the WGA executive officers to form the graduation committee and will advise on all cluster/student issues pertaining to commencement ceremonies. Each cluster elects three Cohort Marshals who best represent the spirit of their cluster. After graduation, Cohort Marshals work with External Affairs to promote alumni engagement.