

Graduate Fellowship Application 2012-2013

Ballotti Learning Center
Suffolk University

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Graduate Fellowship Information

The Ballotti Learning Center:

The Ballotti Learning Center is an on-campus resource focused on empowering all Suffolk University students to reach their highest academic potential. The BLC provides a variety of academic support programs and services to students in the College of Arts and Sciences, The Sawyer Business School and the New England School of Art and Design. The BLC offers fellowship positions which typically serve both a student service role as well as a program assistant role.

General Requirements:

- Maintain status as a full-time student in a graduate program (Registered for 12+ credits per semester).
- Be eligible for Financial Aid and/or employment on campus.
- Possess a social security number prior to the beginning of classes.
- Maintain a cumulative GPA of 3.0 or higher.
- Maintain a schedule that meets the needs of the BLC and of the program in which s/he is interested.

General Expectations:

- Work a minimum of 16 hours per week on average (13 for doctoral students).
- Attend the BLC Fellow Orientation (sometime during the last 2 weeks of August).
- Attend all program training sessions, fellow meetings, and meetings relevant to role.
- Be available to start working at least one week prior to the start of classes for both semesters.
- Be available for office coverage at least one evening per week (Monday—Thursday until 6 pm).
- Maintain a professional presence in the Learning Center.
- Must be able to collaborate effectively with a diverse population of professional and student staff.
- Possess the ability to work well independently and as part of a team.
- Possess strong organizational skills and attention to detail.

Award:

The Ballotti Fellowship award is allocated as follows:

\$7200 tuition (\$3600/semester)

\$6200 student employment (\$3100/semester)

Essay Response:

On a separate page, please respond to the following questions. Submit your response in one packet with the rest of your application materials.

1. *Many Ballotti Fellowships consist of a student service role such as peer tutoring, leading a study group, presenting workshops, or serving as an AIM facilitator. Please describe how you would be able to contribute to the BLC's student services and cite relevant experience, if applicable.*
2. *Please select two graduate fellow positions from the attached descriptions that you would have interest in learning about or participating in as part of your fellowship experience. For your selections, please explain your interest in the position and any prior experience in that area.*

Application Checklist:

To apply for the Ballotti Fellowship, please submit the following documents:

- A Ballotti Graduate Fellowship Application Form (with references)
- Current and previous academic transcripts (unofficial acceptable)
- Resume and cover letter
- An essay response to the Fellowship Application questions

Descriptions of Potential Fellowship Positions

Title: *Statistics, Accounting or Finance Study Group* –Available 2012-2013

Summary of Position:

The Study Group Program provides peer-facilitated academic support to the Suffolk community in a group setting. The statistics, accounting or finance study group graduate fellow plays a key leadership and mentoring role in the Study Group Program. This graduate fellow heads a small team of leaders in a study group for either statistics or finance depending on the fellow's area of expertise and the needs of the program. In this role, the graduate fellow serves as a mentor and role model for his or her co-leaders as well as the other leaders in the program. This graduate fellow also works closely with the program coordinator and the other graduate fellows to support the analysis of study group data.

Principal Responsibilities:

1. Lead 6-8 hours of study group for statistics, accounting or finance. This fellow may lead Study Groups for two courses if needed.
2. Promote study group and all of the BLC's services with students and faculty.
3. Serve in a leadership position in training and support meetings.
4. Assist in creating, planning and facilitating workshops and activities during support meetings.
5. Support the program coordinator in analyzing study group data as needed each semester.
6. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experience in academic support (Learning or Writing Center) is preferred.
2. Strong leadership and mentoring skills.
3. Experience working with data - must be proficient in Excel and experience with Access is preferred.

Title: *Economics Study Group* –Available 2012-2013

Summary of Position:

The Study Group Program provides peer-facilitated academic support to the Suffolk community in a group setting. The economics study group graduate fellow plays a key leadership and mentoring role in the study group program. This graduate fellow heads a small team of leaders in a study group for microeconomics and/or macroeconomics. In this role, the graduate fellow serves as a mentor and role model for his or her co-leaders as well as the other leaders in the program. This graduate fellow also works closely with the program coordinator and other graduate fellows to support the analysis of study group data.

Principal Responsibilities:

1. Lead 6-8 hours of microeconomics and/or macroeconomics study group.
2. Promote the economics study group and all of the BLC's services with students and faculty.
3. Serve in a leadership position in training and support meetings.
4. Assist in creating, planning and facilitating workshops and activities during support meetings.
5. Support the program coordinator and program assistant fellow in the daily operation of the program, which includes collecting and reviewing SG email, faculty forms and course syllabi; observing study group sessions and assisting with day-to-day challenges that arise.
6. Support the program coordinator in analyzing study group data as needed each semester.
7. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experience in academic support (Learning or Writing Center) is preferred.
2. Strong leadership skills.
3. Experience working with data - must be proficient in Excel; experience with Access is preferred.

Title: *Academic Improvement Program* – Available 2012-2013

Summary of Position:

The Academic Improvement (AIM) Program provides proven strategies for a diverse student population ranging from students on academic probation to students who are earning B's and are striving for A's. AIM participants get connected with support services and resources to improve their academic status. Trained AIM instructors meet weekly with students in small groups and provide support for overcoming challenges. Through guided self-assessment, students identify areas of difficulty while learning new strategies for achieving personal and educational success. A graduate fellow will assist the AIM Program Coordinator with the overall management of the AIM Program.

Principal Responsibilities:

1. Co-facilitate section(s) of the BLC-AIM seminars.
2. Participate in and contribute to instructors meetings as we strive to ensure learning takes place in our BLC-AIM sections.
3. Assist the Program Coordinator in managing the program, including developing engaging lessons, preparing materials, and tracking attendance and participation.
4. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experienced in facilitating/leading small groups preferred.
2. Strong leadership and mentoring skills.
3. Must be available to work on the days that AIM is offered.
4. Experience working with Excel and Blackboard is preferred.

Title: *University Achievement Program (UAP)* – Available 2012-2013

Summary of Position:

The University Achievement Program (UAP) provides academic and personal support to conditionally admitted students – first-year admits who show potential to succeed but whose credentials do not meet those required for standard admission. The UAP graduate fellow provides administrative and program support to the UAP team, assists the UAP Undergraduate Scholar with the coordination of the program's Peer Mentor Network, plans community-building events, designs and delivers professional development workshops for UAP Undergraduate Teaching Assistants. In addition to the administrative responsibilities described below, this position also may include tutoring, leading a study group, presenting workshops or serving as an AIM facilitator.

Principal Responsibilities:

1. Assist staff members in preparing UAP Undergraduate Teaching Assistants for classroom facilitation and management; develop and deliver a biweekly workshop series for skill development.
2. Conduct focus groups with UAP students to gather feedback about program and classroom dynamics.
3. Assist with creating and presenting first-year seminar topics to be delivered in the UAP classes.
4. Offer guidance and support to the Peer Mentors in the coordination and management of the Peer Mentor Network.
5. Plan and attend community building events such as the UAP welcome event, career panel, and celebratory annual banquet.
6. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experience or a strong professional interest in teaching.
2. Strong leadership and mentoring skills.
3. Experience working with Excel is preferred.

Title: NESAD Program Assistant –Available 2012-2013

Summary of Position:

The NESAD program graduate fellow assists with the implementation of academic support services at the New England School of Art & Design. This graduate fellow works closely with the coordinator of NESAD services and serves as a mentor to the NESAD tutoring staff. In addition to the administrative responsibilities described below, this graduate fellow will also provide student services at NESAD in the form of tutoring or study group.

Principal Responsibilities:

1. Develop NESAD graduate workshop curriculum with a focus on advanced technology integration.
2. Present workshops bi-weekly to the Interior Design population and to Interior Design classes upon faculty request.
3. Assist with the direction of NESAD marketing and recruitment initiatives and also contribute to BLC marketing and recruitment initiatives.
4. Assist with new tutor training.
5. Aid NESAD coordinator with faculty correspondence in relation to support services.
6. Develop, collect and analyze surveys related to workshops in order to meet the changing needs of the department on a semester basis.
7. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Knowledge and experience with Photoshop, Illustrator, InDesign, Sketchup and AutoCAD including the ability to integrate software applications. Knowledge of Revit preferred. Graphic Design and Foundation skills/familiarity a plus.
2. Strong leadership and mentoring skills.
3. BFA preferred.

Title: Data & Assessment –Available 2012-2013

Summary of Position:

The data & assessment graduate fellow is an important member of the Data Team and supports data collection, input and assessment for all programs in the BLC. This graduate fellow works closely with the director, managing coordinator and other professional staff in the BLC. In addition to the administrative responsibilities described below, this position may also include tutoring, leading a study group, facilitating workshops or serving as an AIM facilitator.

Principal Responsibilities:

1. Assist with the overall management and maintenance of BLC databases, which includes collecting and extracting data from various sources, ensuring data accuracy, generating reports, and supporting program coordinators with data needs.
2. Generate weekly data reports for the Academic Coaching Program, Tutor Program, Study Group Program, and Workshop Program.
3. Assist with the development of assessment instruments, data collection, analysis, and reporting of results.
4. Complete special data project requests for BLC staff members.
5. Assist professional staff and graduate fellows with troubleshooting and/or technical support with data management and scheduling in TutorTrac, Excel, SPSS, etc.
6. Update training materials (i.e. manuals & handouts) and assist with trainings and demonstrations on relevant software.
7. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

Experience working with data - must be proficient in Excel.

Title: *BLC Workshops & Materials*–Available 2013-2014

Summary of Position:

The BLC Academic Workshop Program offers twice-weekly workshops in the center. In addition, the BLC responds to requests from Suffolk University community members for in-class workshops. Finally, the BLC occasionally hosts workshops in residence halls and other venues on campus. The graduate fellow will assist the Educational Consultant who coordinates the Workshops Program by receiving requests for workshops, conducting research on relevant topics, and delivering workshops. In addition, this graduate fellow will be responsible for promoting, scheduling and organizing the logistics of each workshop. Finally, the fellow will assist in training and supervising undergraduate workshop facilitators.

Principal Responsibilities:

1. Assist in the development and delivery of workshops and related materials such as handouts. Participate in the creation of new workshops based on program needs.
2. Assist the program coordinator to train undergraduate staff members on workshop delivery and foster professional development through weekly support meetings.
3. Communicate with members of the Suffolk community (i.e., students, professors) to schedule workshops and collaborate with individuals or departments (i.e., media center, undergraduate workshop facilitator, workshop host) to confirm workshops location and time.
4. Manage program information such as workshop schedule and attendance and survey data.
5. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experience, or a strong professional interest, in teaching or delivering workshops.
2. Interest in and ability to perform research and assist in program development.
3. Strong organizational skills.

Title: *Tutor Program Assistant* –Available 2013-2014

Summary of Position:

The Tutor Program provides peer-facilitated academic support to the Suffolk community on an individual basis. The graduate fellow will assist with a host of projects for the Tutor Program Coordinator to help maintain high quality student service. These projects may include assisting the Program Coordinator with staff development, ongoing training and data maintenance. In addition to the administrative responsibilities, the graduate fellow will provide direct tutoring services.

Principal Responsibilities:

1. Assist with the theoretical & procedural training of tutor staff through research, planning and direct facilitation.
2. Assist with administrative functions of the Tutor Program including facilitating regular support meetings, survey development & distribution, organization of tutor coverage schedules and support meeting schedules as well as ongoing recruitment initiatives.
3. Assist with overall program planning initiatives for employee retention and professional development including but not limited to: coordination of Tutor Appreciation Week activities, coordination of tutor observation project; observing tutoring sessions and providing qualitative feedback to tutor staff, facilitation of small group discussions during all-employee meetings and mentorship of undergraduate scholars in research topic preparation for annual BLC Conference.
4. Verify, analyze and report weekly on Tutor attendance data using Microsoft Excel and TutorTrac.
5. Provide direct student service through tutoring.
6. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experience in academic support (Learning or Writing Center) is preferred.
2. Strong leadership and mentoring skills.
3. Experience working with data – must be proficient in Microsoft Excel.

Title: *Study Group Program Assistant* –Available 2013-2014

Summary of Position:

The Study Group Program provides peer-facilitated academic support to the Suffolk community in a group setting. The Study Group Program Assistant plays a key leadership role in the study group program. This graduate fellow serves as a mentor for a staff of about 35 leaders, assists the Program Coordinator in overall program planning and implementation as well as in facilitating ongoing staff development. This fellow also analyzes program data to ensure quality of service. In addition to the administrative responsibilities described below, this position may include tutoring or leading a study group.

Principal Responsibilities:

1. Support the Program Coordinator in the overall planning and daily operation of the Study Group Program, which includes, but is not limited to: scheduling Study Groups and support meetings, reserving rooms for Study Groups, assessing technology needs for Study Groups and responding to challenges on a day-to-day basis.
2. Generate compelling and relevant activities, workshops and discussion items for the training program.
3. Co-facilitate Pre-Service Training components and lead weekly support meetings.
4. Coordinate and participate in the Study Group Observation Project by observing Study Group sessions throughout the semester and providing the staff with constructive feedback.
5. Assist the Program Coordinator in planning the BLC's final exam preparation event, "iStudy".
6. Assist the Study Group Program Coordinator in compiling an Annual Report based the data from each semester.
7. Other duties as assigned appropriate to scope and success of the position and the center.

Requirements:

1. Experience in academic support (Learning or Writing Center) is preferred.
2. Exemplary leadership and mentoring skills.
3. Experience working with data - must be proficient in Microsoft Excel.