

Retention Scholar Program Description

The Retention Scholar (RS) is an experienced Suffolk University student who is a Para-professional member of the Office of Retention Services within the Enrollment and Retention Division. The Retention Scholar is supervised by the Director of the Office of Retention Services. The RS assists and advocates for all students. The RS helps maintain connections to academic and extra-curricular resources and programs as designated by the Director of Retention Services.

Primary Responsibilities:

- Participate in RS training and development: Training and Leadership Institute.
- Work an average of 6-10 hours per week to support university sponsored events (fall, spring and/or summer terms), promote campus traditions, programs, and resources.
- Attend regular staff meeting with the Director of Retention Services.
- Communicate with assigned cohort of students regularly during fall and spring semesters; develop and maintain active contact with this group of students.
- Maintain a positive attitude towards others and accepts others whose lifestyles and attitudes are different from their own.
- Able to project a caring, concerned and approachable demeanor in order to facilitate communication and establish positive relationships with students, fellow staff members and members of the Suffolk University community.
- Serve as a role model and resource for all students.
- Work collaboratively with internal departments to help plan, promote, attend, and support educational and social activities/programs.
- Meet programming requirements: identifies programming needs and interests of assigned students, coordinates and implements programs and activities, documents and reports programming activities.
- Is informed about, understands and abides by all Suffolk University policies and procedures.
- Assists in the coordination, maintenance and production of departmental student publications (brochures, resource guides, and newsletters).
- Completes other duties as designated by the Director of Retention Services.

Qualifications:

RS must be registered as a full-time undergraduate student during both the fall and spring semesters of the academic year. Applicants must also have been enrolled full time at Suffolk for at least one full year prior to the receipt of the award.

Applicants must also have and maintain a minimum cumulative grade point average of 2.8.

RS must be in good academic, financial and social standing with the university.

Compensation:

The Retention Scholar Program recognizes strong academic performance, leadership, communication and teamwork skills; as well as a demonstrated commitment to promoting and implementing connections for Suffolk students and Suffolk University. The scholarship is \$4200 per academic year, of which \$1800 is posted as a grant to the student's tuition account; and \$2400 is awarded as employment, paid on a bi-weekly basis for hours worked.

Suffolk University
Office of Retention Services

Retention Scholar Application

Background Information

- Award Amount:** \$4200 total (\$1800 posted as a grant to tuition account and \$2400 awarded as employment, which is paid on a bi-weekly basis for hours worked).
- # of Hours Required:** 300 per academic year
- Requirements:** Applicants must be currently enrolled as a full-time Undergraduate for one academic year (two semesters) and plan to maintain full-time status. Applicants must also have and maintain a minimum cumulative grade point average of 2.8
- Other:** Awards are renewable based on satisfactory performance. The employment portion of these awards (\$2400) is considered taxable income and subject to tax withholding.
- Application Instructions:** To be considered, you must submit a copy of this application, a personal statement, two recommendations and an unofficial copy of your transcript to:

Susan James Leyva
Director, Office of Retention Services
73 Tremont Street/6th Floor

**SUFFOLK UNIVERSITY
OFFICE OF RETENTION SERVICES**

Retention Scholar Application

Name: _____ ID #: _____

Mailing

Address: _____

Phone #: _____ Email: _____

Currently enrolled as: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Current cumulative grade point average: _____ Major: _____

Previous Employment Experience

Employer

Dates of Employment

Responsibilities

Extra-Curricular Activities

Please tell us why you chose to attend Suffolk University:

Personal Statement

On a separate piece of paper, please prepare a personal statement explaining why you would make a good Retention Scholar for the Office of Retention Services. You may include elements from your own experiences and activities that you are involved with at Suffolk or what you think you could add to the overall student experience here at Suffolk University. This statement should be 1-2 pages in length. Please contact the Office of Retention Services with any questions (617-573-8718).

PLEASE READ AND SIGN

I understand that if I receive a Retention Scholar award, I will be required to provide 300 total hours per academic year in the Office of Retention Services. I understand that if selected, I will meet with Susan James Leyva, the Director of Retention Services to establish a mutually agreed upon weekly schedule. I realize that my award may require limited evening and/or weekend hours, and some summer hours assisting, if needed, with the **New Freshmen Orientation Programs**. I understand this schedule will include mandatory training and paperwork requirements. I also realize my award can be revoked at the discretion of my supervisor or the Director of Financial Aid for not honoring scholarship commitments.

DEADLINE:

Signature

Date

Application Packet Checklist

- _____ **Program Application**
- _____ **Personal Statement**
- _____ **Unofficial Copy of Your Transcript**

**Office of Retention Services/73 Tremont Street/6th Floor/
617-573-8718/Email: sleyva@suffolk.edu**