



## **CLAS Graduate Fellowship Descriptions**

*Below are the details and requirements for each of the CLAS Graduate Fellowships. Please review and select the positions you wish to apply for at the bottom of this page.*

### 1. Academic Success Programs: Academic Improvement Program Assistant – Full-time

#### **Summary of Position:**

The Academic Improvement (AIM) Program provides academic and personal support to students on academic probation. Students meet in class once a week for 75 minutes for twelve weeks and receive academic coaching six times a semester. Through the AIM program, students get connected with support services and resources to help them get off probation. They identify areas of difficulty while learning new strategies for achieving academic and personal success. The AIM graduate fellow will assist with the overall management of the AIM Program, co-facilitating several sections, providing administrative program support, working on curriculum development and assessment, and meeting with students for academic coaching.

#### **Principal Responsibilities:**

- Co-facilitate two or three section(s) of AIM each semester. Provide academic coaching to a caseload of students in the AIM program each semester.
- Participate in and contribute to weekly instructor meetings.
- Assist the Program Coordinator in the overall management of the program, including curriculum development and updates, assessment, preparing for class, and tracking attendance and participation.
- Other duties as assigned appropriate to scope and success of the position and the center.

#### **Requirements:**

- Experience in facilitating/leading small groups required.
- Strong leadership and coaching skills a must.
- Must be available to work when the AIM sections are offered.
- Experience working with Excel and Blackboard is preferred.

### 2. Academic Success Programs: Academic Success Programs Assistant – Three-quarter-time

#### **Summary of Position:**

The graduate fellow for this program provides academic coaching, administrative program support, and aides in the professional development of undergraduate teaching assistants in the program. They also assist the Academic Success Programs team with curriculum development and assessment, and serve as a co-facilitator in the Academic Improvement Program (AIM) for students on probation, spring semester.

#### **Principal Responsibilities:**

- Assist with developing and updating curriculum for the SU Advantage Program and Academic Improvement Program.

- Provide academic coaching to a caseload of students each semester.
- Co-facilitate a section of AIM in the spring semester.
- Provide administrative program support to the academic success programs team.
- Other duties as assigned appropriate to scope and success of the position and the center.

**Requirements:**

- Experience or a strong professional interest in teaching.
- Interest and/or experience with curriculum development preferred.
- Strong leadership and coaching skills.
- Experience working with Excel and Blackboard is preferred.

3. Tutoring & Peer-to-Peer Success Services: Academic Skills Workshop Assistant – Full-time

**Summary of Position:**

The CLAS Academic Skills Workshop Program responds to requests from Suffolk University community members for interactive workshops and facilitates weekly in-house workshops throughout the academic year. The graduate fellow assists the program manager in marketing the workshop program, responding to workshop requests, coordinating regular in-house workshops, conducting research on relevant academic topics, delivering workshops, and mentoring undergraduate workshop facilitators.

**Principal Responsibilities:**

- Research and identify relevant academic skill workshop topics.
- Assist in the development and delivery of workshops to meet the needs of Suffolk University's students.
- Communicate with members of the Suffolk community (i.e. professors/program directors) to promote and schedule workshops.
- Collaborate with individuals or departments (i.e. media center, workshop facilitators, workshop host) to confirm workshop location and time.
- Maintain CLAS workshop information such as workshop schedule, correspondence, and webpage.
- Assist the Program Manager in training undergraduate staff members on workshop delivery so they can easily and effectively deliver workshops.
- Perform other duties as assigned appropriate to scope and success of the position.

**Requirements:**

- Experience, or a strong professional interest, in teaching or delivering workshops.
- Interest in and ability to perform research and assist in program development.
- Strong leadership and mentoring skills.

4. Tutoring & Peer-to-Peer Success Services: Program Assistant – Three-quarter-time

**Summary of Position:**

CLAS provides tutoring and study group services to the Suffolk community. This graduate fellow assists the Tutoring & Peer-to-Peer Success Services team in overall service program planning and implementation as well as in facilitating ongoing staff development. The graduate fellow serves as a mentor and role model for a staff of about 100 tutors and study group leaders. The program assistant graduate fellow assists with program planning and coordination as well as day-to-day responsibilities. In addition to the administrative responsibilities described below, this position may include tutoring or leading a study group.

**Principal Responsibilities:**

- Assist in the overall coordination and daily operation of tutoring and study group services, which includes, but is not limited to: compiling staff availability, assisting in constructing schedules for study groups and tutoring as well as reserving rooms and assessing technology needs for study groups.
- Record staff attendance at weekly support meetings, monthly employee meetings.
- Co-facilitate Pre-Service and Monthly Training components and lead weekly support meetings.
- Conduct observations of study group and tutoring sessions throughout the semester and provide the staff with constructive feedback.
- Assist in planning the CLAS's final exam preparation events.
- Assist in compiling an Annual Report based on the data from each semester.
- Respond to challenges and solve problems on a day-to-day basis.
- Perform other duties as assigned appropriate to scope and success of the position and the center.

**Requirements:**

- Strong written and oral communication skills.
- Experience in academic support (learning or writing center) is preferred.
- Exemplary leadership and mentoring skills.
- Experience working with data - must be proficient in Microsoft Excel.

**5. Tutoring & Peer-to-Peer Success Services: CRLA Training Program Assistant – Full-time****Summary of Position:**

The CRLA Training Program Assistant plays a key leadership role in the coordination of training and mentorship of student staff. This graduate fellow assists the Tutoring & Peer-to-Peer Success Services team in overall training, program planning and implementation as well as in facilitating ongoing staff development. This grad fellow serves as a mentor and role model for a staff of about 100 tutors and study group leaders. In addition to the administrative responsibilities described below, this position may include tutoring, facilitating workshops, or leading a study group.

**Principal Responsibilities:**

- Assist in the overall coordination and daily operation of the training program elements, which includes, but is not limited to: The Pre-Service Training, Weekly Support Trainings, Monthly Employee Meetings and Observations.
- Contribute to yearly/semesterly curriculum by generating and facilitating activities, discussion topics, workshops and guest speakers.
- Record staff attendance at weekly support meetings, monthly employee meetings in order to track CRLA level acquisition of participants.
- Compile number of hours of student contact for each staff member for CRLA level acquisition.
- Co-facilitate Pre-Service Training components and lead weekly support meetings.
- Conduct observations of study group and tutoring sessions throughout the semester and provide the staff with constructive feedback.
- Respond to challenges and problem-solve them on a day-to-day basis. Perform other duties as assigned appropriate to scope and success of the position and the center.

**Requirements:**

- Experience in academic support (learning or writing center) is preferred.
- Exemplary leadership and mentoring skills.

- Experience working with data - must be reasonably proficient in Microsoft Excel.

#### 6. Tutoring & Peer-to-Peer Success Services: Art & Design Assistant – Full-time

##### **Summary of Position:**

The CLAS provides tutoring, study groups and skill-based workshops to the Art & Design community. The CLAS Art & Design Assistant plays a key leadership role in the coordination of services and mentorship of student staff. This graduate fellow assists the Student Services team in overall service program planning and implementation, facilitating ongoing staff development and day-to-day responsibilities. This fellow may also serve as a tutor, study group leader, or workshop facilitator as needed.

##### **Principal Responsibilities:**

- Assist in the overall coordination and daily operation of Art & Design tutoring and study group services at CLAS, which includes, but is not limited to: compiling staff availability, assisting in constructing schedules for study groups and tutoring as well as reserving rooms and assessing technology needs for sessions, scheduling appointments and handling referrals as necessary.
- Communicate with faculty about service offerings each semester.
- Form and maintain professional relationships with Art & Design faculty as a part of fostering a collaborative relationship between the CLAS and the Art & Design faculty.
- Organize in-class announcements and ensure they are completed.
- Co-facilitate CRLA certified Pre-Service and Monthly Training components and lead 1-2 weekly support training meetings.
- Conduct observations of study group and tutoring sessions throughout the semester and provide the staff with constructive feedback.
- Generate an observation schedule where tutors and leaders can observe each other.
- Assist in compiling and reviewing the data from each semester to assess trends in service needs.
- Respond to challenges and problem-solve them on a day-to-day basis.
- Tutor in area of expertise.
- Perform other duties as assigned appropriate to scope and success of the position and the center.

##### **Requirements:**

- Current enrollment in an Art & Design graduate program.
- Exemplary leadership and mentoring skills.
- Experience working with data - must be reasonably proficient in Microsoft Excel.
- Strong written and oral communication skills.
- Strong visual design sensibility.

#### 7. Tutoring & Peer-to-Peer Success Services: SBS Graduate Program Tutor/SG Leader Fellow – Three-quarter-time (4 total positions)

##### **Summary of Position:**

This graduate fellow leads a study group and provides individual tutoring for either MBA core courses (economics, statistics, operations, finance, accounting, or marketing) upper-level undergraduate and graduate finance courses or upper-level undergraduate and graduate accounting courses, depending on the fellow's area of expertise. In this role, the graduate fellow serves to support SBS graduate program tutoring and study group needs. Specific courses for which tutoring and study groups will be provided will be decided based on the needs of the SBS graduate program curriculum. When the graduate fellows are not tutoring or leading study groups, they will create a library of videos or other asynchronous learning materials that will assist SBS graduate students with their course work in a variety of subject areas. They may also assist in leading undergraduate weekly training meetings

and work closely with the rest of the Tutoring & Peer-to-Peer Success Services team.

**Principal Responsibilities:**

- Lead weekly study groups and/or tutoring for finance, accounting, or MBA core courses.
- Promote graduate assistance with students and faculty in SBS.
- Serve in a leadership position in training and support meetings.
- Support the Tutoring & Peer-to-Peer Success Services administrators in analyzing program data and using it to make decisions about tutoring/study group offerings.
- Other duties as assigned appropriate to scope and success of the position.

**Requirements:**

- Experience in academic support (learning or writing center) is preferred.
- Strong leadership and mentoring skills.
- Strong academic performance in upper-level undergraduate accounting or finance courses and graduate-level MBA accounting, finance, and core courses.