

# **Graduate Fellowship Application Fall 2018-Spring 2019**

**Center for Learning and Academic Success  
Suffolk University**

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## **Graduate Fellowship Information**

### **Center for Learning and Academic Success:**

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The Center for Learning and Academic Success (CLAS) is an on-campus resource focused on empowering all Suffolk University students to reach their highest academic potential. CLAS 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. CLAS offers fellowship positions which typically serve both a student service role as well as a program assistant role.

### **General Requirements:**

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- 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 CLAS and of the program in which s/he is interested.

### **General Expectations:**

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- Work a minimum of 16 hours per week on average (13 for doctoral students) for a full time fellowship, 12 hours for a three-quarter fellowship and 8 hours for a part-time fellowship.
- Attend the CLAS Fellow Orientation.
- Attend all program training sessions, fellow meetings, and meetings relevant to role.
- 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:**

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*The CLAS Fellowship award is allocated as follows:*

\$7200 tuition (\$3600/semester)

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

### **Essay Response:**

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*On a separate page, please respond to the following question. Submit your response with the rest of your application materials.*

1. *Many CLAS Fellowships consist of a student service role such as peer tutoring, leading a study group, presenting workshops, or serving as a facilitator in AIM, a program designed to support students on academic probation. Please describe how you would be able to contribute to the CLAS's student services and cite relevant experience, if applicable.*

### **Application Checklist:**

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*To apply for the CLAS Fellowship, please submit the following documents:*

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



**Title: Academic Success Programs: Academic Improvement Program Assistant – Full time (Filled)**

**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:**

1. Co-facilitate two or three section(s) of AIM each semester.
2. Provide academic coaching to a caseload of students in the AIM program each semester.
3. Participate in and contribute to weekly instructor meetings.
4. 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.
5. Other duties as assigned appropriate to scope and success of the position and the center.

**Requirements:**

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

**Title: Academic Success Programs: Academic Success Programs Assistant- ¾ time (Filled)**

**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:**

1. Assist with developing and updating curriculum for the SU Advantage Program and Academic Improvement Program.
2. Provide academic coaching to a caseload of students each semester.
3. Co-facilitate a section of AIM in the spring semester.
4. Provide administrative program support to the academic success programs team.
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.
2. Interest and/or experience with curriculum development preferred.
3. Strong leadership and coaching skills.
4. Experience working with Excel and Blackboard is preferred.

**Title: Student Services Program: Academic Skills Workshop Assistant- full time (Filled)**

**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 Coordinator in marketing the Workshop Program, responding to workshop requests, coordinating weekly in-house workshops, conducting research on relevant academic topics, delivering workshops, and mentoring undergraduate workshop facilitators. In addition, the graduate fellow may be asked to assist with other Academic Success Programs, such as SU Advantage, Academic Improvement Program, Academic Coaching, and/or Nathan Miller.

**Principal Responsibilities:**

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

**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 leadership and mentoring skills.

**Title: Division of Student Success: Administrative Assistant – ¾ position (OPEN)**

**Summary of Position:**

The DSS Graduate Fellow will be supervised by the faculty-led program and international internship manager. Working closely with several offices within the division (international programs, career development, academic advising and the center for learning and academic success) the position offers an opportunity for a well-rounded experience in higher education.

**Principal Responsibilities:**

1. Assist in monitoring study abroad applications through online application portal, Terra Dotta.
2. Assist with promotion of international programs and events (including but limited to: creating marketing material, editing the website, attending informational sessions.)
3. Assist in visa support for students participating in international programs
4. Attend and assist in coordinating pre-departure orientation and re-entry programming for study abroad students.
5. Assist in creating and distributing evaluations post international travel.
6. Complete special project requests as needed for the Division (including weekly tutor training meetings.)

**Requirements:**

1. Must be a full-time matriculated graduate student at Suffolk University at the time of employment
2. Excellent written and oral communication skills

3. Ability to keep a strict code of confidentiality
4. Ability to work with people from all different backgrounds
5. Keen attention to detail
6. Ability to work 12 hours/week, 2-3 Saturdays a year, and the occasional evening.

**Preferred qualifications:**

1. Experience studying or traveling abroad
2. Minimum one year commitment
3. Student in the administration of higher education program or related field
4. Prior tutoring experience a plus

**Title:** Student Services Programs: CRLA Training Program Assistant – Full-time **(Filled)**

**Summary of Position:**

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

**Principal Responsibilities:**

1. 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 Supports, Monthly Employee Meetings and Observations.
2. Contribute to yearly/semesterly curriculum by generating and facilitating activities, discussion topics, workshops and guest speakers.
3. Record staff attendance at weekly support meetings, monthly employee meetings in order to track CRLA level acquisition of participants.
4. Compile number of hours of student contact for each staff member for CRLA level acquisition.
5. Co-facilitate Pre-Service Training components and lead weekly support meetings.
6. Conduct observations of study group and tutoring sessions throughout the semester and provide the staff with constructive feedback.
7. Assist in training staff for the CLAS's final exam preparation event
8. Launch and contribute content to the CLAS Blog.
9. Respond to challenges and problem-solve them on a day-to-day basis.
10. 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.

**Title: Student Services Programs: NESAD Assistant- Full-time (Filled)**

**Summary of Position:**

Student Services Programs at CLAS NESAD provide tutoring, study groups and skill based workshops to the NESAD community. The CLAS NESAD Student Services Programs Assistant plays a key leadership role in 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:**

1. Assist in the overall coordination and daily operation of tutoring and study group services at CLAS NESAD, 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.
2. Reach out to faculty about service offerings each semester. This fellow should continually be forming and maintaining professional relationships with faculty at NESAD as a part of fostering a collaborative relationship between the CLAS NESAD and the faculty.
3. Organize in-class announcements and ensure they are completed.
4. Co-facilitate CRLA certified Pre-Service and Monthly Training components and lead 1-2 weekly support meetings.
5. Conduct observations of study group and tutoring sessions throughout the semester and provide the staff with constructive feedback.
6. Generate an observation schedule where tutors and leaders can observe each other.
7. Record staff attendance at weekly support meetings, monthly employee meetings and track CRLA training hours.
8. Review weekly notes from tutoring sessions to ensure quality of service.
9. Assist in compiling and reviewing the data from each semester to assess trends in service needs.
10. Respond to challenges and problem-solve them on a day-to-day basis.
11. Tutor in area of expertise.
12. Other duties as assigned appropriate to scope and success of the position and the center.

**Requirements:**

1. Exemplary leadership and mentoring skills.
2. Experience working with data - must be proficient in Microsoft Excel.

**Title: Student Services Programs: *SBS Graduate Program Tutor/SG Leader* (3- ¾ time)  
(1 OPEN)**

**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 fellow is not tutoring or leading study groups, (s)he will create a library of videos that will assist SBS graduate students with their course work in a variety of subject areas. (S)he will also assist in leading undergraduate weekly training meetings and work closely with the rest of the Student Services team.

**Principal Responsibilities:**

1. Lead 3-4 hours of study group (for either finance, accounting, MBA core courses)
2. Tutor 6-8 hours per week (for either finance, accounting, MBA core courses)
3. Promote graduate assistance with students and faculty in SBS
4. Serve in a leadership position in training and support meetings

5. Support the Student Services Team administrators in analyzing program data and using it to make decisions about tutoring/study group offerings
6. 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
- Experience working with data - must be proficient in Excel
- Strong academic performance in upper-level undergraduate accounting or finance courses, and graduate level MBA core courses, accounting and finance courses