

## 2019 Spring Graduate Fellowship Opportunities

*\*Please note that some of these positions may already be filled by returning students.*

*\*Students may only accept ONE fellowship position (or employment award that carries a grant.)*

*\*If a student receives a CAS merit grant and a full time Administrative fellowship, the CAS grant will be reduced by 50%.*

Department	Description	Yearly Award Amount	Contact
<p><b>Graduate Admissions</b></p>	<p>Graduate Admissions Fellows are responsible for the following :</p> <p>Communicate regularly with prospective and applied graduate students. This includes:</p> <ul style="list-style-type: none"> <li>-Monitoring and responding to inquiries to the Graduate Admission email account.</li> <li>-Answering incoming phone calls and making outgoing calls to various populations (e.g. incomplete applicants, admitted students, etc...)</li> <li>-Greet office visitors and answer their questions, directing to a Graduate Admission staff member as appropriate.</li> <li>-Give campus tours to prospective graduate students.</li> <li>-Engagement via social media as directed by the Assistant Director of Admission Communications.</li> <li>-Assist with processing of graduate program applications.</li> <li>-General office work including filing, mailings, and data entry.</li> <li>-Assistance with planning and execution of admission events.</li> <li>-Special projects that match your strengths, as assigned.</li> </ul>	<p>Grant : \$ 3600</p> <p>Employment: \$3100</p>	<p><b>Jessica Soto</b></p> <p><a href="mailto:jsoto@suffolk.edu">jsoto@suffolk.edu</a></p> <p>*Please email a resume and cover letter</p>

UPDATED 1/14/2019

<b>Office of the Bursar</b>	The Bursar fellow will assist the Associate Bursar and Student Accounts Counselor/Collection Coordinator with Student Loan activity including; data entry, statistical analysis, reconciling files, word merge letters, imaging, and additional projects as they come available.	Grant : \$ 3600 Employment: \$3100	<b>Rita Mooney</b> <a href="mailto:rmooney@suffolk.edu">rmooney@suffolk.edu</a> *Please email a resume and cover letter
-----------------------------	--	---	---