

Spring 2026 Positions

Career Equity and Access Graduate Fellow- Center for Career Equity, Development & Success – Suffolk University

Summary: The Career Center supports students engaged in career exploration, development, and readiness in order to be globally competitive job candidates. The Career Center teaches students the skills and resources required to take their ambitions beyond graduation day into the working world. The Career Center promotes access and equity for all students, building bridges to close the opportunity gap.

The Career Equity and Access Graduate Fellow will work with the Director of Career Equity and Access and the Associate Director of Career Equity, Access and Global Career Development to lead the development and implementation of proactive diversity, equity, and inclusion initiatives that will support the objectives of the Career Center.

Responsibilities:

- Conduct research on programming related to workplace diversity and inclusion, inclusive hiring practices, and other relevant topics.
- Actively support efforts to engage students from underrepresented communities on campus through student club outreach and engagement, student programming, and presentations.
- Facilitate information sessions and cultivate meaningful relationships with the international student community, especially during work authorization information sessions hosted by the International Student Services Office (ISSO).
- Coordinate and conduct Heritage Month celebration interviews with Suffolk community members, including administration, faculty, staff, student leaders, and alumni.
- Work with university partners to plan on-campus events for students in special programs (e.g. INTO Suffolk, the McNair Scholar Program, and the Connect the Dots Program).
- Receive training and supervision in order to advise students with career related questions in both individual and group settings.
- Assist the Career Center staff in the development and delivery of classroom-based presentations using a variety of tools and technologies to engage students.
- Participate actively in Career Center events to increase campus outreach and student engagement.
- Attend staff meetings and regular graduate fellow check-in meetings as aligned with academic schedule
- Perform administrative and other duties as assigned.

Qualifications:

- Currently enrolled in a Master's or Law program at Suffolk University.

- Strong interest in and commitment to diversity, equity, access, and inclusion.
- Exceptional critical thinking and research skills.
- Ability to take initiative and be self-directed.
- Effective written and verbal communication skills.
- Strong organizational and time management skills.
- Technical proficiency, including experience with Microsoft Office and social media platforms (LinkedIn, Twitter, Facebook, Instagram, etc.).
- Proficiency in creating promotional materials.
- Ability to collaborate effectively with multiple constituents including students, faculty, staff, employers, alumni, parents, and other visitors.

Length of Position: January 2026 to May 2026

Time Commitment: Up to 12 hours per week

The Career Center is open 8:45 am – 4:45 pm, Monday through Friday. The Career Equity and Access Graduate Fellows are expected to work at least 2 days in person during regular business hours.

Additional Information:

- Please send a resume and cover letter to Adesuwa Igbneweka, aigbineweka@suffolk.edu
- Applications will be considered until the position is filled.
- To learn more about the Career Center, please visit suffolk.edu/career