

Spring 2022 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%. If a student receives a CAS Merit grant and a part time Administrative Fellowship, the CAS grant will be reduced by 25%.*

Department	Description	Yearly Award Amount	Contact
Campus Card Services This is a spring 2022 position.	The Ram Card Graduate Fellow plays an integral role in the success of the Ram Card and Campus Card Services Office by assisting with marketing campaigns on and off-campus, recruitment, training, supervision of HUB employees, orientation, and other student service tasks as assigned.	Grant: \$3600 Employment: \$3100	Hannah Sweet hsweet@suffolk.edu *Please send a cover letter and resume
Center for Career Equity, Development & Success This is a spring 2022 position.	The Career Equity and Access fellow will work with the Director of Career Equity and Access to carry out the responsibilities of the role which include leading the development and implementation of proactive diversity, equity, and inclusion initiatives that will support the objectives of the Career Center. Conduct regular assessment of the Career Center team's programming, resources, and outcomes, and will recommend actions to	Grant: \$3600 Employment: \$3100	Adesuwa Igbineweka aigbineweka@suffolk.edu *Please send a cover letter and resume

	<p>close any gaps in equity or access for students based on race, nationality, gender, disability, or first-generation status. They will support the efforts of the Career Center as it creates and deploys programming that educates the Suffolk community about equity and inclusion topics in the context of the workplace and student development.</p>		
<p>Center for Learning & Academic Success</p> <p>This is a spring 2022 position.</p>	<p>SBS Graduate Program Tutoring Fellow:</p> <p>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</p>	<p>Grant: \$2700</p> <p>Employment: \$2325</p>	<p>Jamie Bondar</p> <p>jbondar@suffolk.edu</p> <p>Apply online here:</p> <p>https://www.suffolk.edu/academics/advising-student-services/academic-success-services/about-clas/jobs</p>

	<p>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.</p>		
<p>Center for Learning & Academic Success</p> <p>This is a spring 2022 position.</p>	<p>Art & Design Fellow</p> <p>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.</p>	<p>Grant: \$3600</p> <p>Employment: \$3100</p>	<p>Jamie Bondar</p> <p>jbondar@suffolk.edu</p> <p>Apply online here:</p> <p>https://www.suffolk.edu/academics/advising-student-services/academic-success-services/about-clas/jobs</p>
<p>Center for Learning & Academic Success</p> <p>This is a spring 2022 position.</p>	<p>CRLA Training Program Fellow</p> <p>The CRLA Training Program Assistant plays a key leadership role in the coordination of training and mentorship of student staff. This</p>	<p>Grant: \$3600</p> <p>Employment: \$3100</p>	<p>Jamie Bondar</p> <p>jbondar@suffolk.edu</p> <p>Apply online here:</p> <p>https://www.suffolk.edu/academics/advising-student-services/academic-success-</p>

	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.		services/about-clas/jobs
<p>Center for Learning & Academic Success</p> <p>This is a spring 2022 position.</p>	<p>Academic Skills Workshop Fellow:</p> <p>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.</p>	<p>Grant: \$3600</p> <p>Employment: \$3100</p>	<p>Jamie Bondar</p> <p>jbondar@suffolk.edu</p> <p>Apply online here:</p> <p>https://www.suffolk.edu/academics/advising-student-services/academic-success-services/about-clas/jobs</p>
<p>Undergraduate Admissions Office</p> <p>This is a spring 2022</p>	<p>1 available opening</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Interview prospective freshmen, transfer, and 	<p>Grant: \$3600</p> <p>Employment: \$3100</p>	<p>Daniel Connolly</p> <p>dconnolly@suffolk.edu</p> <p>*Please send a cover letter and resume</p>

<p>position.</p>	<p>international applicants and speak with their families about the admission process</p> <ul style="list-style-type: none">• Assist those candidates for admission through the application cycle• Provide prospective students with basic admission and financial aid information• Respond to all general office email and inquiries• Assist Graduate Admission with outreach throughout the year• Other projects as assigned		
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