Spring 2024 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.)

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Semester Award Amount</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td><strong>Center for Community Engagement</strong></td>
<td>Graduate Fellow, Alternative Break Programs</td>
<td></td>
<td>Mena Vollano <a href="mailto:mvollano@suffolk.edu">mvollano@suffolk.edu</a></td>
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</tbody>
</table>
|                                                 | The Alternative Break Graduate Fellow is a vital member of the Center for Community Engagement student staff team, responsible for support in the following areas for the department's travel volunteer programs: logistics, applicant selection process, social justice curriculum development, student leader support and training, and program assessment. | Grant: $ 3600
Employment $3100               | *Please email a resume and cover letter                                     |
| **Center for Community Engagement**              | Graduate Fellow, Campus Partnerships                                         |                       | Mena Vollano mvollano@suffolk.edu |
|                                                 | The Campus Partnerships and Outreach Graduate Fellow will be responsible for developing partnerships between the CCE and student clubs, organizations, and other student leaders on campus. The Fellow will be responsible for conducting outreach to student clubs and organizations to recruit for CCE programs, partner on projects and programs, with the specific goals of increasing the diversity of our student participants and further developing a spirit of service within the Suffolk University community. The Grad Fellow will also support programing for special events like Service Day and other campus wide CCE events. This position will work to develop strong partnerships with other offices and organizations on campus and involve increasing numbers of students in meaningful service work here at Suffolk. The Grad Fellow must be willing to attend student club meetings and events on some nights and weekends throughout the academic year. | Grant: $ 3600
Employment $3100               | *Please email a resume and cover letter                                     |
### Center for Learning and Academic Success

**Tutoring & Peer-to-Peer Success Services: Academic Skills Workshop Assistant**

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 programs manager in marketing the program, responding to workshop requests, coordinating regular in-house workshops, conducting research on relevant academic topics, and mentoring undergraduate workshop facilitators.

**Responsibilities:**
- Research and identify relevant academic skill workshop topics.
- Assist in the development and delivery of workshops to meet the needs of Suffolk 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, workshop facilitators, workshop host) to confirm workshop location and time.
- Maintain CLAS workshop information such as workshop schedule, correspondence, and webpage.
- Assist the Program Coordinator in training undergraduate staff members on workshop delivery so they can easily effectively deliver workshops.

**Grant:** $3600

**Employment:** $3100

**Leanne Lowell**

llowell@suffolk.edu

Apply using this [online application](#)

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### Center for Learning and Academic Success

**Tutoring & Peer-to-Peer Services: CLRS Training Program Assistant**

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 Student Services team in overall training program planning and implementation as well as in facilitating ongoing staff development. As a graduate fellow, they serve as a mentor and role-

**Grant:** $3600

**Employment:** $3100

**Leanne Lowell**

llowell@suffolk.edu

Apply using this [online application](#)
model 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.

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 Supports, Monthly Employee Meetings and 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 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.

<table>
<thead>
<tr>
<th>Office of Graduate Admissions</th>
<th>The Graduate Admissions Fellow’s responsibilities include:</th>
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<tr>
<td></td>
<td>• Answering phones</td>
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<td>• Tours for prospective or admitted students</td>
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<td>• Processing mail/Scanning documents into CRM</td>
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<td>• Mailings to prospective and admitted students</td>
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<td>• Data entry</td>
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<td>• Filing</td>
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<td>• Work graduate events morning and evenings</td>
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<td>• Market research</td>
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<td>• Ensuring cabinets and shelves are stocked with appropriate</td>
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<td>• Attending Open House events as needed</td>
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Grant: $3600
Employment: $3100

Jessica Soto
jsoto@suffolk.edu

*Please email a resume and cover letter

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<tr>
<th>Interfaith Center</th>
<th>The Interfaith Center Fellow will support the Center by providing welcoming reception, maintaining data, religious event planning, and marketing religious gatherings on campus. Will report directly to the Chaplain.</th>
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Grant: $3600
Employment: $3100

Amy Fisher
afisher@suffolk.edu

*Please email a resume and cover letter
| Student Accounts Office | The candidate’s responsibilities will include imaging, comparison analysis and reconciliation, assisting in outreach efforts to students, data entry, monthly data updates, spreadsheet tracking, assisting in loan area special projects and monthly loan data updates. The candidate will report to the Associate Bursar for job assignments. Accounting, Business, and Finance degree candidates is preferred. | Rita Mooney  
Grant: $ 3600  
Employment $3100  
rmoney@suffolk.edu  
*Please email a resume and cover letter