

Fall 2021 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
Bursars Office	<p>The candidate's responsibilities will include the 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.</p> <p>The candidate will report to the Associate Bursar for job assignments. Accounting, Business, and Finance degree candidates is preferred.</p>	<p>Grant: \$7200</p> <p>Employment: \$6200</p>	<p>Rita Mooney</p> <p>rmooney@suffolk.edu</p> <p>*Please send a cover letter and resume</p>
Campus Card Services	<p>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.</p>	<p>Grant: \$7200</p> <p>Employment: \$6200</p>	<p>Hannah Sweet</p> <p>hsweet@suffolk.edu</p> <p>*Please send a cover letter and resume</p>

<p>Center for Career Equity, Development & Success</p>	<p>The Career Communities Graduate Fellow will primarily help to administer and market programs associated with the 9 industry-specific Career Communities: networking events, speakers, workshops, classroom presentations and employer events. They will also review student resumes, help out with career events, and other administrative duties. Some duties include: -Support the Career Center with implementing and promoting career communities' programs. -Interact with employers, alumni, University partners, and students to promote participation in programs and manage events. -Gain expertise in online career management platform—Handshake—to assist with data collection and projects. -Facilitate programming information sessions, tabling, and orientation sessions for students.</p>	<p>Grant: \$7200 Employment: \$6200</p>	<p>Michelle Goldberg mgoldberg2@suffolk.edu *Please send a cover letter and resume</p>
<p>Center for Learning & Academic Success</p>	<p>SBS Graduate Program Tutoring Fellow: This graduate fellow leads a study group and provides individual tutoring for either MBA core courses (economics, statistics, operations, finance, accounting, or</p>	<p>Grant: \$5400 Employment: \$4650</p>	<p>Jamie Bondar jbondar@suffolk.edu Apply online here: https://www.suffolk.edu/academics/advising-student-services/academic-success-</p>

	<p>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 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>services/about-clas/jobs</p>
<p>Center for Learning & Academic Success</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</p>	<p>Grant: \$7200</p> <p>Employment: \$6200</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>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>Undergraduate Admissions Office</p>	<p>1 available opening</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Interview prospective freshmen, transfer, and international applicants and speak with their families about the admission process • 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 	<p>Grant: \$7200</p> <p>Employment: \$6200</p>	<p>Daniel Connolly</p> <p>dconnolly@suffolk.edu</p> <p>*Please send a cover letter and resume</p>