

HUB FELLOW JOB DESCRIPTION

General Description

HUB Fellows play an integral role in the success of the Ram Card and Campus Card Services office by serving as information contacts between faculty, staff, families and departments. HUB Fellows are actively involved in assisting the entire community with Suffolk related questions, marketing operations, and HUB Program activities. This position is a part of the HUB Program along with HUB Scholars, HUB Managers, and Summer Office Assistants. This position is only open to graduate students who are actively enrolled at Suffolk University.

Qualifications

1. Currently enrolled as a full-time Suffolk University student and have a cumulative GPA of 3.0 or better.
2. Must be a member of the Suffolk community in good standing and not be on disciplinary or academic probation.
3. Ability to communicate clearly and effectively in both verbal and written communication, especially with students, parents, faculty, and staff of Suffolk University.
4. Knowledgeable about Suffolk University programs and services, including the community around the university (student involvement, programs, services, etc.).
5. Understand RAM Card and activities of the Campus Card Services office.
6. HUB Fellows must be available to participate in training sessions and work collectively as part of a team to prepare for the academic year.
7. Must have strong customer service skills and ability to solve problems.

Responsibilities

1. Assist with on campus supervision of HUB employees at various locations around campus.
2. Create printed and electronic marketing content.
3. Organize tabling and online events.
4. Assist with student and staff inquiries about Ram Card.
5. Analyze social media, email newsletter.
6. Other office tasks as assigned.

HUB FELLOW APPLICATION

PERSONAL INFORMATION

Date: _____

Name: _____
Last First MI

Suffolk Email: _____ Student ID #: _____

EDUCATIONAL INFORMATION

Program: _____

Cumulative GPA: _____

Previous Colleges you attended (if any): _____

I declare that all information I have provided in this application is correct. I understand that in order to be considered for a HUB Fellow position, I am required to participate in all staff selection and training activities.

Signature of Applicant

Date

After completing this application, email to ramcard@suffolk.edu or deliver a paper copy to The HUB Desk, located in the lobby of Samia Academic Center, 20 Somerset St.

Remuneration

HUB Fellows are awarded \$13,400 for the academic year. \$6,200 is worked as employment and is paid throughout the year on a bi-weekly basis, contingent on hours worked. The remaining \$7,200 is posted on your college account as a grant put toward tuition. HUB Fellowship awards are subject to approval by the Office of Financial Aid. HUB Fellows are required to work a minimum of 15 hours per week at in the Ridgeway Office and be able to perform tasks around campus as needed. ***This position does not require Federal Work Study or a Student Employment Award.***

Employment Disclaimer

Suffolk is an Affirmative Action/Equal Opportunity Employer. **All applicants must submit a resume and your work availability.** Please contact Career Services with any questions or if you need any assistance with your resume and cover letter. Contact Career Services via phone at 617-573-8480 or via email at careers@suffolk.edu. Have a question? Please email ramcard@suffolk.edu, or call 617-570-4882.

Suffolk University is committed to providing an environments that advances equal opportunity and is free from discrimination and harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status or any other characteristic protected under applicable federal or state law. This commitment applies to the University's administration of, operation of and access to its academic and non-academic programs, policies and services as well as to its employment policies and practices. (Full policy is detailed on the Human Resources section of the Suffolk University website.)