

HUB SCHOLAR APPLICATION

General Description

HUB Scholars 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 Scholars are actively involved in assisting the entire community with Suffolk related questions, directions, ticket sales and more.

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. Knowledge about Suffolk and the community around the University
5. Understand the RAM Card and goals of the Campus Card Services office
6. HUB Scholars must be available to participate in training sessions and work collectively as part of a team to prepare for the academic year
7. Experience in customer service or retail field is a plus

Responsibilities

1. Serve as a resource for new students entering Suffolk University. Help develop positive relationships between students, faculty, staff and the community.
2. Oversee ticket, gift card, and stamp sales as well as semester T pass distribution. Maintain an organized daily log of ticket sales on an excel spreadsheets to ensure accuracy of HUB daily operations.
3. Promote activities that educate the community about social and academic events happening on campus. Distribute information regarding programs the Card Services supports such as merchant of the week. Participate in campus wide tabling events such as Family Weekend, Open Houses, Orientation and Welcome Week.
4. Create posts (Instagram, Facebook, Twitter) for the Ram Card social media accounts.
5. Assist students in library with tasks such as printing or adding funds to their Ram account.
6. All other duties as assigned.

Remuneration

HUB Scholars are awarded \$5,100 for the academic year. \$3,300 is worked as employment and is paid throughout the year on a bi-weekly basis, contingent on hours worked. Scholars are required to work a minimum of 10 hours per week. The remaining \$1,800 is posted on your college account as a grant put toward tuition.

PLEASE STAPLE YOUR APPLICATION, COVERLETTER, RESUME AND WORK AVAILABILITY TOGETHER.

All applications should be dropped off at the Campus Card Services Office (4 th Floor of the Ridgeway building) or The HUB Desk (Somerset Lobby). Due to the time commitment and work expectations associated with the Ambassador/Scholar programs, students are limited to ONE such employment position which carries a grant. Students are permitted to apply to multiple positions, however may only accept one offer per academic year.

HUB SCHOLAR APPLICATION

PERSONAL INFORMATION

Date: _____

Name: _____

Last

First

MI

Suffolk Email _____ Student ID _____

EDUCATIONAL INFORMATION

Present Class Standing [] First Year Student [] Sophomore [] Junior [] Senior

Major(s) _____ Minor(s) _____

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 Scholar position, I am required to participate in all staff selection and training activities.

Signature of Applicant _____ Date _____

Suffolk University is an Affirmative Action/Equal Opportunity Employer

REFERENCES

Please list two references below. References should be obtained from faculty/staff members or a previous employer. These references should be willing to evaluate your concern for people, communication skills, sense of responsibility, judgment, cooperation, flexibility and other characteristics related to a position with fiscal responsibility.

Name: _____ Title: _____

Company: _____ Phone () _____

Name: _____ Title: _____

Company: _____ Phone () _____

UNIVERSITY INVOLVEMENT

List all your campus activities, organizations, offices held, classes and honors that will contribute to your candidacy (athletics, student organizations, etc.)

Campus activities, organizations, offices held, classes, honors, etc. _____ Year(s) _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

All applicants must submit a resume, cover letter, and your work availability.

Please contact Career Services with any questions or if you need any assistance with your resume and cover letter. Career Services phone number: 617-573-8480 or email: careers@suffolk.edu.

If you have any questions, please email Ram Card at ramcard@suffolk.edu