

# 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 much more.

HUB Scholars participate in training program that begins before the school year for the fall semester, the week before classes commence in the spring. Training helps prepare HUB Scholars for various programs & events, ticket sales and happenings throughout the academic year. Individuals are trained in and expected to be knowledgeable about institutional information, group dynamics, and fiscal responsibility.

### Qualifications

1. Understand the RAM Card and goals of the Campus Card Services office.
2. Experience in the customer service/retail fields and are knowledgeable about Suffolk and the community around the University (involvement, etc.).
3. Relate and interact well with students, parents, faculty, and staff of Suffolk University.
4. Be currently enrolled as a full-time Suffolk University student, have completed a minimum of one semester and have a cumulative average of 2.8 or better.
5. Must be a member of the Suffolk community in good standing and not be on disciplinary or academic probation.
6. Be, or demonstrate a desire to be knowledgeable of the Suffolk campus, its history, resources and be able to speak to students, staff and parents.
7. HUB Scholars must be available to participate in training sessions and work collectively as part of a team to prepare for the academic year.

### Remuneration

1. 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. Students are required to work a total of 300 hours during the academic year. The remaining \$1,800 is posted on your college account as a grant put toward tuition.

### Time Commitment

1. HUB Scholars are required to participate in a training program prior to their beginning work at The HUB.
2. All HUB Scholars are required to actively participate in the preparation of The HUB for the academic year with special emphasis on the beginning of each semester.
3. HUB Scholars may be asked to participate in campus wide events such as Family Weekend, Open Houses, Orientation and Welcome Week.

<b>Responsibilities</b>
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1. Serve as a resource for new students entering Suffolk University.
2. Help develop positive relationships between students, faculty, staff and the community.
3. Oversee ticket sales and Semester T pass distribution to ensure accuracy of HUB daily operations.
4. Maintain daily log of ticket sales on the excel spreadsheets ensuring now tickets go missing or unaccounted for.
5. Promote activities that educate the community about social, academic, and personal events happening on campus to increase their chance for academic and personal success at Suffolk University.
6. Distribute information regarding programs the Card Services supports such as merchant of the week and weekly challenges.
7. Work as a responsible member of a team and remain flexible with regards to working hours and conditions.

**PLEASE STAPLE YOUR APPLICATION, COVERLETTER, PERSONAL STATEMENT AND RESUME TOGETHER.**

**All applications are due by 5:00pm on Friday, March 29th, and should be dropped off at the Campus Card Services Office (4<sup>th</sup> 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

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PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

Suffolk Email \_\_\_\_\_ Student ID \_\_\_\_\_

Local Address: \_\_\_\_\_  
Residence Hall, Room and Box Number (if applicable)

\_\_\_\_\_ Phone ( ) \_\_\_\_\_  
City State Zip

Permanent Address: \_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_ Phone ( ) \_\_\_\_\_  
City State Zip

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### EDUCATIONAL INFORMATION

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

Major Field of Study \_\_\_\_\_ Minor \_\_\_\_\_

Last Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Previous Colleges you attended (if any): \_\_\_\_\_

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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

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### PERSONAL STATEMENT

On a separate sheet, typed and double-spaced, please formulate a personal statement regarding the HUB Scholar position. Your answer should be limited to no more than one page per question. Include but do not limit your response to the following:

1. How do you view the role of The HUB at Suffolk University?
2. What do you feel are the main goals of The HUB?
3. What is your opinion of the services and academics offered at Suffolk University?
4. What skills do you feel will make you the best candidate for the position?

## REFERENCES

Please list your three 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 (    ) \_\_\_\_\_

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.) You can request your co-curricular transcript. Please visit our website and request one, online <http://www.suffolk.edu/campuslife/16407.html>

Campus activities, organizations, offices held, classes, honors, etc.	Year(s)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

## RESUME and COVERLETTER

All applicants must submit both: resume and cover letter.

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](mailto:careers@suffolk.edu).

All applications are DUE by Friday, March 29<sup>th</sup>, 2019 by 5:00 pm

If you have any questions, please email Enxhi Taho at [etaho@suffolk.edu](mailto:etaho@suffolk.edu)