

Administrative Graduate Fellow Positions: Master-list

Please contact the listed Hiring Manager for full job description and hiring information.

POSITION TITLE	POSITION SUMMARY	HIRING MANAGER
Community Standards Graduate Fellow	<p>Help support the academic mission of the university by promoting a campus environment that encourages diversity, community, and mutual respect for the rights and property of others.</p> <p>The Community Standards Graduate Fellow in the Dean of Students Office is responsible for upholding university standards of student conduct and behavior. The appointee will achieve these objectives by creating developmental opportunities and guiding students through resolving student conduct code violations. The Graduate Fellow will also play a key role in supporting the Dean of Students Office in Community Standards intake and assessment, as well as other tasks within the Dean of Students Office. The Community Standards Graduate Fellow reports directly to the Director of Community Standards. The Community Standards Graduate Fellowship position is a 9-month appointment.</p>	Javied Townsend Javied.Townsend@suffolk.edu
Graduate Fellow For The Journey Leadership Program	<p>The Graduate Fellow for The Journey Leadership Program is an active member of the Office of Student Leadership and Involvement. The primary responsibilities are to organize and facilitate leadership development programs associated with The Journey. In addition, the Graduate Fellow advises the first-tier of The Journey students to promote community building and leadership development through programmatic efforts.</p>	Dave DeAngelis ddeangelis@suffolk.edu
Graduate Fellow For Student Government Association	<p>The Graduate Fellow for Student Government Association is an active member of the Office of Student Leadership and Involvement. The primary responsibilities as the Program Advisor for the Student Government Association. In addition, the Graduate Fellow will help coordinate some of The Journey Leadership programs.</p>	Dave DeAngelis ddeangelis@suffolk.edu

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<p>Graduate Fellow For SLI Communications</p>	<p>The Graduate Fellow for Communications is an active member of the Office of Student Leadership and Involvement. The primary responsibilities include support of SLI Programs and initiatives through promotion and marketing strategies, as well as some event management.</p>	<p>Marissa Pierre Marissa.Pierre@suffolk.edu</p>
<p>Academic Success Programs Assistant</p>	<p>The graduate fellow for this program provides academic coaching, administrative program support, and aides in the marketing and social media marketing of support services. They also assist the Academic Success Programs team with curriculum development and assessment, and serve as a co-facilitator in the Academic Improvement Program (AIM) for students on probation, spring semester.</p>	<p>Laureen Simonetti lsimonetti@suffolk.edu</p>
<p>Disability Services Graduate Fellow</p>	<p>This position is primarily responsible for coordinating the day-to-day operations of the Peer Note Taking program and assisting in the coordination of the Office of Disability Services. The ODS Graduate Fellow is responsible for providing support to Director, Assistant Director, Accommodations and Accessibility Specialists within the Office of Disability Services. The position also allows for the Graduate Fellow to create and plan any initiatives of interest to them for the ODS office.</p>	<p>Rachel Tessler rtessler@suffolk.edu</p>
<p>Marketing & Outreach Fellow, Center for International</p>	<p>The CIESA Marketing & Outreach Fellow will assist with projects, events, digital marketing, and other office initiatives that support the overall CIESA mission. This position will work with the study abroad side of the CIESA office. By working with the professional staff, the fellow will take responsibility for a large amount of the overall marketing efforts. This fellow will be key in assisting our office increase engagement and office awareness by following through several projects that work in tandem with one another.</p>	<p>Emily Eraca Emily.Eraca@suffolk.edu</p>

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<p>Education & Study Away</p>		
<p>Title IX Graduate Administrative Fellow / Communications & Media Fellow</p>	<p><i>Hiring for a Spring 2025 start</i></p> <p>The Communications & Media Fellow is responsible for supporting the Office of Title IX’s media presence through digital messaging around campus, the Office of Title IX’s social media accounts, and at in-person awareness events. The Fellow will assist the Office of Title IX with designing and implementing innovative messaging, outreach, and training around issues of sexual assault, domestic and intimate partner violence, and other safety and sexual health issues. The Communications & Media Fellow will work closely with Title IX staff to improve preexisting campaigns for Domestic Violence Awareness Month and Sexual Assault Awareness Month. The Fellow will also assist in researching trends in sexual wellness and sexual violence prevention media, and make recommendations based on this research for new campaigns, promotional materials, and content for the Office of Title IX’s website and social media presence.</p>	<p>TBA</p>
<p>Graduate Assistant For Interfaith Center</p>	<p>The graduate assistant is responsible for the administration of the reception desk, maintaining calendar and marketing materials, and greeting all persons to the Interfaith Center. The graduate assistant provides support for the University Chaplain, religious student organizations, and their advisors, and must be able to relate to and help carry out programs for students, staff, and faculty of all faiths.</p>	<p>Amy Fisher afisher@suffolk.edu</p>

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<p>Graduate Residence Director</p>	<p>Residential Life & Housing Services (RLHS) is committed to a comprehensive residential program that blends co-curricular and academic elements to create an educational environment assisting all residents in achieving their fullest potential. Report directly to a Residence Director (RD), the Graduate Residence Directors (GRDs) are essential in creating this environment. GRDs are required to be enrolled in a Master's or Law School Program at Suffolk University. GRDs are responsible for supporting the daily management of a residence hall and Resident Assistant (RA) staff. GRDs are provided opportunities to broaden and deepen their experience through participation in departmental committees, RA staff training, RA staff selection and evaluations, program development, implementation and assessment, and through hearing and adjudicating minor conduct cases. This is a live-in position that requires 16 office hours per week as well as participation in the 24/7 Residence Director On-Call (RDOC) rotation.</p>	<p>Dustin Martin dustin.martin@suffolk.edu</p>
<p>Diversity Graduate Fellow</p>	<p>The Diversity Graduate Fellow in the Center for Student Diversity & Inclusion will be an integral member of the office staff with the primary responsibility of providing services and supporting students who have been historically excluded or marginalized (e.g. students of color, LGBTQ+ students, undocumented students) Responsibilities will be split between the two positions.</p>	<p>Diversity@suffolk.edu</p>
<p>Graduate Admissions Administrative Fellow</p>	<p>Responsibilities: Answering phones/filing/data entry Virtual and on-campus tours for prospective or admitted students Processing mail/Scanning documents into CRM Mailings to prospective and admitted students/ market research Work graduate events in the morning and evenings Ensuring cabinets and shelves are stocked with appropriate materials</p>	<p>Jessica Soto jsoto@suffolk.edu</p>

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<p>Career Equity And Access Graduate Fellow</p>	<p>The Career Center supports students engaged in career exploration, development, and readiness in order to be globally competitive job candidates. The Career Center teaches students the skills and resources required to take their ambitions beyond graduation day into the working world. The Career Center promotes access and equity for all students, building bridges to close the opportunity gap. The Career Equity and Access Graduate Fellow will work with the Director of Career Equity and Access and the Associate Director of Career Equity, Access and Global Career Development to lead the development and implementation of proactive diversity, equity, and inclusion initiatives that will support the objectives of the Career Center.</p>	<p>Adesuwa Igbineweka aigbineweka@suffolk.edu</p>
<p>Career Exploration Graduate Fellow</p>	<p>The Career Center supports students engaged in career exploration, development, and readiness in order to be globally competitive job candidates. The Career Center teaches students the skills and resources required to take their ambitions beyond graduation day into the working world. The Career Center promotes access and equity for all students, building bridges to close the opportunity gap.</p> <p>The Career Exploration Graduate Fellow will be working closely with the Senior Assistant Director for Career Exploration, who works with our prospective and First Year student population and supervises the Career Ambassador Program.</p>	<p>Erika Graves emarshall4@suffolk.edu</p>
<p>Career Communities Graduate Fellow</p>	<p>The Suffolk University Center for Career Equity, Development & Success supports students and alums engaged in career exploration, development, and readiness to be globally competitive job candidates. The Career Center teaches students the skills and resources required to take their ambitions beyond</p>	<p>Michelle Goldberg mgoldberg2@suffolk.edu</p>

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	<p>graduation day into the working world. The Career Center promotes access and equity for all students, building bridges to close the opportunity gap.</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, workshops, classroom presentations and employer events. They will also review student resumes, provide technical support in tracking employer engagement, support career events, and perform other administrative duties.</p>	
<p>Graduate Student Career Education Graduate Fellow</p>	<p>The Suffolk University Center for Career Equity, Development & Success supports students engaged in career exploration, development, and readiness to be globally competitive job candidates. The Career Center teaches students the skills and resources required to take their ambitions beyond graduation day into the working world. The Career Center promotes access and equity for all students, building bridges to close the opportunity gap.</p> <p>The Career Center is seeking a highly motivated and enthusiastic graduate student to join our team as a Career Center Grad Fellow for Graduate Career Education. This is a fantastic opportunity to gain valuable experience in higher education administration, career development, and student support services. You will play a key role in supporting the Assistant Director of Graduate Career Education, the Career Education Team and assisting students with their career journey.</p>	<p>Janet Neely janet.neely@suffolk.edu</p>

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Undergraduate Admission Graduate Fellow

The Office of Undergraduate Admission is seeking **Graduate Fellows** to join our team! Reporting to our Admission Systems and Services Coordinator, graduate fellows work as part of an admissions team responsible for the enrollment of undergraduate students. They play an integral role in assisting with office operations and projects that help with welcoming our newest Suffolk Rams. If you're passionate about helping students and value the importance of our historical mission of access, opportunity, and inclusion, then we welcome your application for this position.

Lark Krajeski
lkrajeski@suffolk.edu