

Graduate Fellow & Graduate Assistant Positions

Performing Arts Office (PAO)

Graduate Fellow, Arts Administration

Summary: The Arts Administration Fellow supports the programming efforts for the Performing Arts Office (PAO) and its associated student groups by managing the day-to-day logistics of a busy arts engagement office. Oversees undergraduate student workers, manages office projects, designs, implements, and oversees office processes and functions including purchasing and assisting the Student Programming Ambassadors and student groups with event planning and management, as needed. Collaborates with the student group e-boards, Communications Grad Fellow, Office Administrator, and the staff of the Performing Arts Office and Student Affairs Division. Represents the PAO at events on and off campus. Other duties as assigned.

Qualifications:

- Full-time, matriculated student in a Suffolk graduate program.
- Demonstrated understanding of or interest in student development and/or the performing arts.
- Strong interpersonal skills and ability to work collaboratively with colleagues of varying backgrounds and experiences.
- Strong written and verbal communication skills.
- Strong personal motivation and discipline.
- Ability to handle multiple tasks.
- Ability to work nights and weekends as required.

To apply: Kathy Maloney Director, Performing Arts KMALONEY@suffolk.edu

Center for Community Engagement (CCE)

The CCE is currently undergoing a period of transition, which may result in slight adjustments to the scope of your role as we adapt to leadership and staff changes. While

each fellow will have a primary focus area, all fellows are part of the CCE leadership team and will be expected to contribute to all major CCE initiatives.

Shared requirements for all CCE Fellow positions below:

- Full-time Suffolk University Graduate student.
- Maintain a minimum GPA of 3.0 and be in good academic and conduct standing.
- Strong belief in and alignment with the mission of the Center for Community Engagement.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities with attention to detail.
- Creative and innovative problem-solving skills.
- Ability to commit to a 12-hour in-person work week.

Shared additional information:

- Mandatory, virtual staff training end of August/beginning of September.
- Occasional evening and weekend work for events such as Admission Open Houses and university-wide initiatives.

Contact for all CCE Fellow positions: Dr. Trina Bryant — trina.bryant@suffolk.edu

Report to: Director and Assistant Director | Hours: 12–20 hours/week

1. Suffolk Votes & Community Partnerships Graduate Fellow

This graduate fellow position supports campus-wide civic engagement through two key areas: voter engagement and student outreach. The Fellow will lead nonpartisan Suffolk Votes initiatives—including voter registration, education, and turnout efforts—while also developing partnerships with student organizations to promote community service and social responsibility. The role offers opportunities to plan events, mentor students, create outreach materials, and collaborate with staff, faculty, and external partners.

Key Responsibilities:

- Lead Suffolk Votes initiatives: recruit, train, and support Suffolk Votes Ambassadors; coordinate voter registration drives, debate watch parties, and educational events; manage classroom visits and update voter education materials.

- Strengthen campus partnerships with student clubs, organizations, and campus departments to co-develop civic and service-based programming.
- Promote engagement and service through programs like Service Day, Hunger & Homelessness Awareness Month, and Service After Hours.
- Contribute to advancing justice, equity, diversity, and inclusion (JEDI) efforts in all programming.
- Co-manage the CCE newsletter and social media; create engaging outreach content.
- Track impact and participation using platforms like SU Connect.

Also requires: ability to commit to a 12-hour in-person work week (see shared CCE requirements above).

2. Alternative Break Logistics and Curriculum Graduate Fellow

Plays an essential role in the CCE's travel volunteer programs, supporting logistics, applicant selection, social justice curriculum development, training student leaders, and assessing program outcomes.

Key Responsibilities:

- Support CCE's JEDI commitment through all program activities.
- Manage the participant application and selection process to ensure a diverse and engaged group of volunteers.
- Assist CCE staff with travel program logistics.
- Develop and facilitate a dynamic social justice curriculum for program participants.
- Co-facilitate leadership and social justice training sessions for student leaders with professional staff.
- Gather feedback and assess program impact.
- Support fundraising efforts for Alternative Break Programs.
- Use Terra Dotta and other platforms to track engagement and report on participation.

- Serve as a mentor and role model for new students involved in service opportunities.
- Assist with major CCE events like Service Day and Admission Events.

Also requires: ability to travel domestically to support a student volunteer trip during the University's March Spring Break.

3. Service-Learning & Community Outreach Graduate Fellow

Connects Suffolk students, faculty, and community partners through service-learning courses, campus outreach, and signature civic engagement events. Blends program coordination, student leadership development, and nonprofit partnership building.

Key Responsibilities:

- Coordinate the Service-Learning Faculty Assistant (SLFA) Program and support course–community partner matches.
- Build relationships with Greater Boston nonprofits and student clubs for collaborative service projects.
- Lead outreach, recruitment, and presentations for service-learning classes and CCE events.
- Support planning and execution of Service Day, Service Week, Hunger & Homelessness Awareness Month, and Alternative Breaks.
- Help manage communications, including social media and the CCE newsletter.
- Track student engagement using SU Connect and ensure accurate reporting.
- Train and delegate tasks to undergraduate students; maintain office hours; provide administrative support for the Alternative Break Program, especially international programs.

Also requires: ability to travel domestically to support a student volunteer trip during the University's March Spring Break.

4. Alternative Break: Fundraising and Communication Graduate Fellow

Leads fundraising initiatives and manages internal and external communications to elevate the visibility and sustainability of the Alternative Break Program and other CCE programs. Ideal for someone creative, strategic, and passionate about storytelling and outreach.

Key Responsibilities:

- Ensure communications and campaigns are inclusive, accessible, and reflective of JEDI commitments.
- Develop and execute creative fundraising strategies (merchandise sales, crowdfunding, donor engagement); collaborate with the Advancement Office and coordinate a fundraising event during Suffolk Weekend.
- Run social media accounts to promote trip opportunities and highlight student experiences.
- Gather and share student reflections, testimonials, and visuals for newsletters and promotional materials; manage the monthly CCE newsletter with the leadership team.
- Create flyers, graphics, and tabling materials for recruitment and event promotion.
- Promote and support CCE events such as Service Day, open houses, and fundraising events.
- Use SU Connect or other platforms to track engagement and tell the story of impact.

Also requires: ability to travel domestically to support a student volunteer trip during the University's March Spring Break.

Student Leadership & Involvement

Graduate Fellow for Program Council / Program Advising

Summary: Active member of the Student Leadership & Involvement staff. Works with the Director to advise Program Council, the primary student program board, and serves as the point person for SU Connect. Developing strong relationships with club leaders is key to advising their personal and organizational development. Also contributes to leadership and large-scale community building programs, and will gain budget management skills helping to manage a budget of \$130,000. The position can be customized to include responsibilities from a variety of Student Affairs functions matching the individual's interests and skills.

Qualifications:

- Full-time, matriculated student in a Suffolk graduate program.
- Demonstrated commitment to and willingness to learn about student development.
- Strong written and verbal communication skills.
- Ability to handle multiple tasks.
- Innovative and creative thinker.
- Must be personable and empathetic to the needs of college students.
- Ability to work nights and weekends as required.

Time Commitment:

- Participation in training/planning prior to the first academic semester.
- Weekly office hours including Tuesdays and/or Thursdays, 12:00–2:00pm, plus designated staff meeting and PC E-board meeting times.
- Some evening and weekend hours necessary.

Responsibilities:

- Assist the Director with assessment of PC (executive board, club structure, etc.).
- Meet individually with PC programmers to track programming needs, spending, and efforts.
- Attend all PC E-board meetings and weekly meetings, and (with the Director) all PC events on and off campus.
- Chaperone PC during the NACA conference, if applicable.
- Maintain communication with all PC students via Instagram, SU Connect, email, etc.
- Meet with potential members and answer questions about PC.
- Help coordinate planning for the LEAP Conference.
- Spearhead the club re-registration process through SU Connect.
- Lead two SU Connect trainings (once per semester).

To apply: Marissa Pierre Marissa.Pierre@suffolk.edu

Interfaith Center

Graduate Assistant for the Interfaith Center

Reports to: Amy Fisher, University Chaplain and Director — afisher@suffolk.edu |
617.573.8325 Department/Division: Interfaith Center / Student Affairs

Summary: Responsible for administration of the reception desk, maintaining calendar and marketing materials, and greeting all persons to the Interfaith Center. 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.

Principal Responsibilities:

- Act as in-person receptionist.
- Maintain and order supplies.
- Assist with student payroll.
- Assist with word processing, file management, and data collection, including student religious organization participation data and RS 111/RS 112 data.
- Maintain the Interfaith Center's web and social media presence, including Instagram.
- Prepare edits for the Student Affairs weekly online newsletter (content created by the chaplains).
- Hold regular office hours for students, staff, faculty, etc.
- Assist with oversight of work-study and volunteer staffing.
- Staff evening and weekend events (e.g., Friday night Shabbat dinners, Christian worship, Catholic Mass) as needed.

Qualifications:

- Ability to build and sustain effective, professional relationships within a diverse constituency.
- Ability to effectively manage sensitive and confidential information.
- Ability to exercise appropriate discretion and initiative.
- Strong computer skills in Windows/Microsoft environment and database systems.

- Ability to work as a member of a diverse team.

Other Information: 14–16 hours/week. Salary suggestion: Financial Aid office stipend plus work-study award.

To apply: Rev Amy Fisher afisher@suffolk.edu

Office of Disability Services (ODS) — Division of Student Success

Disability Services Graduate Fellow

Reports to: Assistant Director, ODS | Hiring Manager: Rachel Tessler — rtessler@suffolk.edu

Summary: Primarily responsible for coordinating day-to-day operations of the Peer Note Taking program and assisting with coordination of ODS testing services. Provides support to the Director, Assistant Director, and Accommodations and Accessibility Specialists, and may create and plan initiatives of interest within the ODS office.

Principal Responsibilities:

- Supervision and oversight of the Peer Note Taking Program: recruitment, hiring, training, placement, and supervision of peer note takers; matching of requests; outreach to students and faculty; collection and distribution of notes through TEAMS.
- Exam proctoring: facilitate exams in the office; serve as Proctor, including Reader and/or Scribe responsibilities.
- Alt Text Project work: cutting and scanning books, digital file conversion, basic graphics conversion, assistance with video captioning.
- Manage ODS Instagram with regular updates for registered students.

Additional Responsibilities:

- Assist with walk-in traffic for students, faculty, and staff.
- Direct/escalate concerns to the appropriate ODS staff member.
- Assist in maintaining the student database and filing systems.
- Assist with coordinating exam accommodations.
- Assist with file management and data collection/storage.

- Assist with ODS-related programming such as advertisements and facilitation.
- Participate in Student Success Divisional events as appropriate.

Requirements:

- Ability to build and sustain effective, professional, courteous relationships with a diverse constituency of students with and without disabilities, parents, faculty, and staff.
- Excellent written/oral communication and interpersonal skills.
- Ability to effectively manage sensitive and confidential student information.
- Strong time management skills and ability to juggle multiple tasks.
- Ability to exercise appropriate judgment, discretion, and initiative.
- Strong computer skills in a Windows/Microsoft environment.
- Strong sense of responsibility and ability to work as a member of a team.

To apply: rtessler@suffolk.edu

Center for Learning & Academic Success (CLAS) — Academic Coaching & Success Programs

Hiring Manager (both positions below): Laureen Simonetti — lsimonetti@suffolk.edu

Academic Improvement Program (AIM) Assistant — ¾ time

The AIM Program provides academic and personal support to students on academic probation. Students meet in class once a week for 75 minutes for twelve weeks and receive academic coaching six times a semester, connecting them with support services and resources to help them place off notice. The AIM graduate fellow assists with overall program management, co-facilitates several sections, provides administrative support, and works on curriculum development and assessment.

Principal Responsibilities:

- Co-facilitate two section(s) of AIM each semester.
- Provide academic coaching to a caseload of AIM students each semester.
- Participate in and contribute to weekly instructor meetings.

- Assist the Associate Director with overall program management: curriculum development and updates, assessment, class prep, and tracking attendance/participation.
- Other duties as assigned, appropriate to scope and success of the position and the center.

Requirements:

- Experience facilitating/leading small groups required.
 - Strong leadership and coaching skills a must.
 - Must be available to work when AIM sections are offered.
 - Experience working with Excel preferred.
 - Social media marketing experience/interest a plus.
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Academic Success Programs Assistant — ½ time

Provides supervision and mentorship to the undergraduate FOCUS team, administrative program support, and social media marketing strategies for the Academic Coaching and FOCUS teams. Assists with curriculum development and assessment, and serves as a co-facilitator in AIM (spring semester). FOCUS is a new program functioning as an accountability session where students complete work in a designated space during set hours while being held accountable by a facilitator.

Principal Responsibilities:

- Support training and development of undergraduate FOCUS facilitators; assist with scheduling.
- Co-facilitate a section of AIM in the spring semester, with potential in the fall.
- Promote services and assist with social media.
- Provide administrative program support to the academic success programs team.
- Other duties as assigned, appropriate to scope and success of the position and the center.

Requirements:

- Strong leadership and mentoring skills.

- Social media marketing experience.
- Experience or strong professional interest in teaching.
- Interest and/or experience with curriculum development preferred.
- Experience with Excel preferred.

To apply (both positions): lsimonetti@suffolk.edu

Athletics — Graduate Assistant Coaching Positions

Open to both Graduate Students and Law Students. Graduate assistants work approximately 12 hours per week for a stipend and tuition grant (tuition grant subject to an individual student's existing financial aid package). Full-time award: \$3,600/semester grant, with a \$3,100/semester employment award. Hourly rate: \$17.25.

Open positions:

- **Men's Basketball Assistant** — work alongside coaching staff and gain hands-on coaching experience; primary role helping staff with team statistics/analytics.
- **Women's Basketball Assistant** — work alongside Coach Leyden and gain hands-on college coaching experience.
- **Women's Hockey Assistant** — work alongside Coach Ostrom and gain hands-on college coaching experience.
- **Men's Hockey Assistant** — work alongside Coach McEachern and gain hands-on college coaching experience.
- **Women's Soccer Assistant** — work alongside Coach McDougall and gain hands-on college coaching experience.

To apply: Contact Associate Director of Athletics, Adam Skaggs — adam.skaggs@suffolk.edu, along with your resume.

Graduate Admissions

Graduate Administrative Fellow

Summary: Join the Suffolk University Graduate Admission team and play a key role in shaping the future graduate student community — supporting prospective students,

enhancing professional experience, and contributing to Suffolk's mission of accessible, high-quality graduate education. Customer service excellence is central to this role.

Responsibilities:

- Serve as a primary point of contact, responding to phone calls and general inquiries with enthusiasm, professionalism, and accuracy.
- Lead engaging on-campus and virtual tours for prospective and admitted students.
- Efficiently process and scan admissions documents into the CRM system.
- Prepare personalized mailings to prospective and admitted students.
- Conduct data entry and maintain an organized filing system.
- Assist with staffing graduate events (Virtual Open Houses, Admitted Student Receptions, Grad School 101 Application Workshops — virtual and on-campus).
- Conduct market research on feeder schools, competitor institutions, and industry trends.

Qualifications:

- Must be actively enrolled in a graduate program at Suffolk University.
- Strong communication and interpersonal skills with a passion for customer service.
- Ability to manage multiple tasks, demonstrate attention to detail, and work effectively independently and collaboratively.

Length: 1-year commitment, renewable | **Time Commitment:** 9–12 hours/week

Benefits: Develop professional skills in communication, research, and customer service; play a meaningful role in attracting and welcoming new graduate students; gain insight into higher education admissions and strategic enrollment management; become part of a collaborative, student-focused team.

To apply: Mara Marzocchi — mmarzocchi@suffolk.edu

Suffolk CARES Program

The Suffolk CARES Program works collaboratively with students, families, faculty, staff, and other campus resources to support students through challenges encountered at Suffolk, helping them find the best resources for their individual needs and empowering them to

advocate for themselves. The program includes Case Management, the Suffolk CARES Pantry, Food Insecurity Grants, and Emergency Funding Grants.

Suffolk CARES Pantry Graduate Fellow

The CARES Pantry provides food and necessary products to Suffolk students in need at no cost, including food items, personal hygiene products, cleaning and household supplies, and school supplies.

Responsibilities:

- Assist in day-to-day Pantry operations with Pantry Peer work-study students: processing orders, managing inventory, tracking donations and purchases.
- Provide oversight, guidance, and support to Pantry Peer students alongside the Pantry Coordinator.
- Coordinate support for students experiencing food and housing insecurity: referrals, resource-sharing, and basic-needs initiatives.
- Engage the Suffolk community in donation drives, outreach initiatives, and awareness campaigns.

Preferred Qualifications:

- Commitment to and interest in social justice, food/basic needs challenges, civic engagement, social responsibility, and student advocacy.
- Interest or experience in marketing, outreach, and community engagement highly desirable.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively with students, staff, and campus partners.

Time Commitment: Up to 10 hours/week; expected to remain for the full academic year.

To apply: Justine Morgan, Pantry Coordinator — jvmorgan3@suffolk.edu

Suffolk CARES Graduate Fellow

Assists in case management of new students (first-year and new transfer) experiencing unexpected difficulties in their transition to Suffolk, connecting them to appropriate

resources. Coordinates outreach, development of a Student Success Plan, and evaluation of outcome effectiveness and satisfaction.

Responsibilities:

- Outreach, intake, and case management of first-year/new students referred to Suffolk CARES.
- Ensure information is entered in the Student Affairs database, Maxient.
- Demonstrate empathy, respect, and appreciation for the diverse experiences of the Suffolk student community.
- Meet weekly with the Director of Suffolk CARES and Student Support, and bi-weekly with the Dean of Undergraduate Students.

Skills:

- Coursework in Psychology, Case Management, or Identity/Student Development theory.
- Knowledge and/or experience related to basic needs security, socio-economic class, and trauma-informed practice; commitment to and interest in social justice, civic engagement, social responsibility, and student advocacy.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively with students, staff, and campus partners.
- Must be enrolled in an appropriate Master's level program.
- Ability to maintain compliance related to privacy and confidentiality.
- Ability to work in a fast-paced environment.

Time Commitment: Up to 10 hours/week; expected to remain for the full academic year.

To apply: Doreen Floyd, Director, Suffolk CARES & Student Support — dfloyd@suffolk.edu

Career Equity and Special Projects Graduate Fellow

Fall 2026 – Spring 2027

Center for Career Equity, Development & Success – Suffolk University

About the Role

The Center for Career Equity, Development & Success supports students in building competitive, sustainable career trajectories beyond graduation. The Equity and Access Strand focuses specifically on closing opportunity gaps for underrepresented student populations, with a primary emphasis on international students navigating complex labor market realities.

The Global Career Strategy and Partnerships Graduate Fellow works directly with the Assistant Director of Global Career Strategy and Partnerships to support programming, research, data management, and strategic initiatives that advance international student career readiness. This is a practitioner-facing role that requires both operational precision and the ability to engage students with professionalism and cultural awareness.

Responsibilities

40% Research, Data, and Strategic Projects

This is the primary scope of the role. The Fellow will contribute to ongoing research and data initiatives that inform career programming strategy and institutional reporting.

- Support the development and data collection for the Career Center Engagement Index, a research project tracking student engagement patterns across career programming touchpoints
- Complete Handshake label updates for Build Project student records, ensuring accurate and consistent tagging across all project cycles
- Compile and organize annual Build Project participation and completion numbers for institutional reporting
- Update the International Student Friendly Employer List using current employment outcome data provided by the International Student Services Office (ISSO), including cleaning, organizing, and expanding the dataset for visualization and use in student-facing resources

20% Activate Your Career Plan (AYCP) Program Support

This block applies during the Spring semester when AYCP is active. When AYCP is not in session, this time will be redirected to peer career advising under supervision.

- Manage weekly session logistics, attendance tracking, and materials preparation
- Send student-facing communications, reminders, and follow-up correspondence throughout the six-week program
- Review and grade student submissions including resumes, cover letters, and program assessments
- Support one-on-one coaching sessions and assist with program evaluation collection during the final week

20% Workshop Facilitation and Student Engagement

- Co-facilitate CPT and OPT work authorization information sessions hosted in partnership with the International Student Services Office (ISSO)
- Assist in the development and delivery of career programming for the international student population, including classroom presentations and community-based sessions
- Support student engagement through outreach to international student clubs and organizations
- Contribute to programming for students in special affiliate programs, including INTO Suffolk University

10% Open Avenues Foundation (Build Projects)

- Coordinate Build Project logistics including student communications, Handshake promotional campaigns, and project cycle tracking
- Maintain accurate records of student engagement and project completion using Handshake, Excel, and other data management tools
- Liaise with the Career Communities team to catalog and share Build Project offerings in a timely manner

10% General and Administrative Support

- Participate in Career Center events and campus engagement initiatives as needed
- Attend staff meetings and regular fellow check-in meetings as scheduled
- Perform administrative and other duties as assigned

Qualifications

- Currently enrolled in a Master's program at Suffolk University, with anticipated graduation in May 2027 or beyond
- Strong commitment to equity, access, and inclusion, particularly as it relates to international student populations
- Demonstrated ability to manage data with accuracy and attention to detail, including experience with Excel or comparable data tools
- Effective written and verbal communication skills, including the ability to write for student-facing and professional audiences
- Experience with or willingness to learn Handshake, Canva, and Constant Contact
- Ability to work independently, take initiative, and manage multiple concurrent responsibilities
- Proficiency in creating promotional and informational materials
- Ability to collaborate across student, faculty, staff, employer, and alumni audiences

Position Details

Length of Position: Fall 2026 through Spring 2027, with the possibility to extend based on performance

Time Commitment: 12 to 15 hours per week

In-Person Requirement: At least 2 days per week during regular business hours (8:45 am to 4:45 pm, Monday through Friday)

Fellowship Package: \$13,400 annual compensation combining scholarship and employment (\$7,200 in grants and \$6,200 in employment), equivalent to approximately 360 work hours over the academic year (please note this is on the assumption that the student is on a full-time schedule, part time attendance is pro-rated).

How to Apply

- Please submit a resume and cover letter to:
 - **Contact:** Aki Vivekanandan, Assistant Director of Global Career Strategy and Partnerships
 - **Email:** aki.vivekanandan@suffolk.edu
- Applications will be considered on a rolling basis until the position is filled.
- To learn more about the Career Center, please visit suffolk.edu/career.

Center for Career Equity, Development & Success

Career Equity and Special Projects Graduate Fellow (Global Career Strategy and Partnerships)

Time Commitment: 12 to 15 hours/week. In-person requirement: at least 2 days/week during regular business hours (8:45am–4:45pm, Monday–Friday). Fellowship package: \$13,400 annual compensation (\$7,200 grant / \$6,200 employment), ~360 hours over the academic year for a full-time schedule (pro-rated for part-time).

Length of Position: Fall 2026 through Spring 2027, with the possibility to extend based on performance

Summary: The Center for Career Equity, Development & Success supports students in building competitive, sustainable career trajectories beyond graduation. The Equity and Access Strand focuses specifically on closing opportunity gaps for underrepresented student populations, with a primary emphasis on international students navigating complex labor market realities.

The Global Career Strategy and Partnerships Graduate Fellow works directly with the Assistant Director of Global Career Strategy and Partnerships to support programming, research, data management, and strategic initiatives that advance international student

career readiness. This is a practitioner-facing role that requires both operational precision and the ability to engage students with professionalism and cultural awareness.

Key Responsibilities:

Research, Data, and Strategic Projects (40%)

- Support the development and data collection for the Career Center Engagement Index, a research project tracking student engagement patterns across career programming touchpoints.
- Complete Handshake label updates for Build Project student records, ensuring accurate and consistent tagging across all project cycles.
- Compile and organize annual Build Project participation and completion numbers for institutional reporting.
- Update the International Student Friendly Employer List using current employment outcome data from the International Student Services Office (ISSO), including cleaning, organizing, and expanding the dataset for visualization and student-facing resources.

Activate Your Career Plan (AYCP) Program Support (20%)

- Manage weekly session logistics, attendance tracking, and materials preparation.
- Send student-facing communications, reminders, and follow-up correspondence throughout the six-week program.
- Review and grade student submissions including resumes, cover letters, and program assessments.
- Support one-on-one coaching sessions and assist with program evaluation collection during the final week.

Workshop Facilitation and Student Engagement (20%)

- Co-facilitate CPT and OPT work authorization information sessions hosted in partnership with ISSO.
- Assist in the development and delivery of career programming for the international student population, including classroom presentations and community-based sessions.
- Support student engagement through outreach to international student clubs and organizations.

- Contribute to programming for students in special affiliate programs, including INTO Suffolk University.

Open Avenues Foundation (Build Projects) (10%)

- Coordinate Build Project logistics including student communications, Handshake promotional campaigns, and project cycle tracking.
- Maintain accurate records of student engagement and project completion using Handshake, Excel, and other data management tools.
- Liaise with the Career Communities team to catalog and share Build Project offerings in a timely manner.

General and Administrative Support (10%)

- Participate in Career Center events and campus engagement initiatives as needed.
- Attend staff meetings and regular fellow check-in meetings as scheduled.
- Perform administrative and other duties as assigned.

Qualifications:

- Currently enrolled in a Master's program at Suffolk University, with anticipated graduation in May 2027 or beyond.
- Strong commitment to equity, access, and inclusion, particularly as it relates to international student populations.
- Demonstrated ability to manage data with accuracy and attention to detail, including experience with Excel or comparable data tools.
- Effective written and verbal communication skills, including the ability to write for student-facing and professional audiences.
- Experience with or willingness to learn Handshake, Canva, and Constant Contact.
- Ability to work independently, take initiative, and manage multiple concurrent responsibilities.
- Proficiency in creating promotional and informational materials.
- Ability to collaborate across student, faculty, staff, employer, and alumni audiences.

To apply: Aki Vivekanandan (Assistant Director of Global Career Strategy and Partnerships)
aki.vivekanandan@suffolk.edu

Career Center Events & Communications Graduate Fellow

Summary: The Events and Communications Graduate Fellow will primarily help to administer, market, and manage operations for some of the Career Communities events and communications. The nine industry-centered Career Community groups serve as a meeting place for current students, Suffolk alumni, and employer partners with shared interests and professional goals. Events include career fairs, "Careers In" panels and networking events, employer coffee chats, skill-building workshops, and more.

Key Responsibilities:

- Assist with prepping for events such as updating employer lists, creating name badges, organizing gift bags, organizing supplies for events, and supporting event set-up and management.
- Interact with employers, alumni, students, and university partners regarding events and programs.
- Assist with creating flyers, postcards, event guides, and social media graphics.
- Gain expertise in the online career management platform Handshake; leverage Qualtrics and LinkedIn to assist with recruitment and marketing.
- Perform administrative and other duties as assigned in the Career Center, including participating in weekly meetings and professional development trainings.
- May participate in other activities as needed such as student career advising, including resume reviews and job/internship search.

Qualifications:

- Interest in event management, operations, and communication with various stakeholders.
- Basic MS Office and Teams skills preferred.
- Effective written and verbal communication skills.
- Strong organizational and time management skills; careful attention to detail.
- Ability to take initiative and be self-directed.
- Able to collaborate effectively with multiple constituents including students, faculty, staff, employers, alumni, parents, and other visitors.
- Available to work in the office in-person all or some percent of the weekly hours.

- Interest in career services, student advising, and mentorship a plus.
- Knowledge of design platforms such as Canva or Adobe Photoshop is a plus.
- Knowledge of Qualtrics or other survey platforms is a plus.

To apply: Morgan Austin Morgan.Austin@suffolk.edu | Jaida Fonfield
Jaida.Fonfield@suffolk.edu

Career Communities Graduate Fellow, 2026–2027

Summary: This position will primarily support the Career Communities team, consisting of 9 industry-aligned groups designed to curate targeted resources, events, and advising for students based on their career interests. The Graduate Fellow will perform a variety of tasks to support the ongoing functions of the Career Center including employer tracking, student advising, and other administrative duties. Graduate Fellows in the Career Center will have the opportunity to build professional relationships with a team of over 20 professional staff members, as well as 15–20 undergraduate Career Ambassadors, front-desk workers, and peer Graduate Fellows. Career Center Graduate Fellows are essential and celebrated members of the team and are provided with ongoing training, professional development, and individualized career support.

Key Responsibilities:

- Develop expertise in the online career management platform Handshake to perform a variety of administrative tasks. Most notably, this position is primarily responsible for reviewing all new employers who request to post positions with Suffolk on Handshake.
- Provide one-to-one career advising to students both virtually and in-person, focusing on resume and cover letter support.
- Participate actively in Career Center events to increase campus outreach and understanding/awareness of Career Center programming.
- Support the Career Center with promoting and implementing Career Communities' programs.
- Assist with administrative tasks as needed, such as data cleaning and analysis, organizational projects, employer research, and more.
- Represent the Career Center professionally and enthusiastically in all engagements and interactions.
- Perform other duties as assigned, dependent upon the ongoing needs and priorities of the Career Center and the Career Communities team.

Qualifications:

- Effective written, verbal, and interpersonal communication skills.
- Strong organizational and time management skills.
- Ability to take initiative and be self-directed.
- Detail-oriented and results-driven.
- Technical proficiency, including with Microsoft Office Suite, and the ability to quickly learn new platforms.
- Understanding of principles of career development and ability to respectfully advise students of all backgrounds, class years, majors, and degree programs.
- Ability to collaborate effectively with all members of the team.
- Demonstrated interest and curiosity for career services, advising, and student coaching is a plus.
- Ability to work primarily in-person at the Career Center, with the potential to work some shifts remotely.

To apply: Sarah Burrows sburrows@suffolk.edu | Alicia Rivers alicia.rivers@suffolk.edu