



Suffolk University

Division of Student Services

MEMORANDUM

Office of Student Activities & Service Learning 41 Temple Street Boston, MA 02114 617.573.8320 Fax 617.305.1765

OFFICE OF STUDENT ACTIVITIES & SERVICE LEARNING

The Office of Student Activities and Service Learning staff is committed to providing students with opportunities to develop their potential through involvement in co-curricular activities. By coordinating the efforts of student-run clubs and organizations, the Student Activities program enriches the social and cultural life of the University and helps prepare students for citizenship in a global community. Leadership development programming, new student orientation services, community service and service learning and most campus room reservations are also coordinated through the Office of Student Activities and Service Learning.

GRADUATE ASSISTANT INFORMATION

Graduate Assistants will have the opportunity to work in all these areas based on interest and skills. Applicants for an assistantship/fellowship must be accepted into the graduate school prior to beginning the GA position.

Preferred candidates will have demonstrated leadership in college activities, event management, campus center employment, student governance, community service, new student programs and/or technology as well as a strong educational background.

COMPENSATION AND WORK SCHEDULE

Graduate Fellow will receive a \$13,000 award, posted as a \$7,200 grant and \$5,800 paid biweekly based on a required 16 hours of employment per week over 30 weeks.

ANTICIPATED 2007-2008 Fellowships

Six fellowships are appointed annually in the following positions (see reverse for brief descriptions):

- Community Service and Service Learning
- Operations and Leadership Programs
- New Student Programs
- Student Organizations and Commuter Programs
- Programming
- Student Government & Communication

To apply, send a resume and cover letter to:

Dan McHugh
Student Activities & Service Learning
41 Temple Street
Boston, MA 02114-4280
phone: 617.573.8320
fax: 617.305.1765

ANTICIPATED 2007-2008 FELLOWSHIPS

Title: Graduate Fellow, Community Service and Service Learning

Summary: The Graduate Fellow for Community Service and Service Learning is an active member of the Student Activities & Service Learning Office and the Suffolk University Community Service Center. Responsibilities include planning and implementing local Alternative Spring Break, publications for the center (i.e. newsletters, calendar, etc), working with the Chinatown Coalition, assisting Service Scholars with general service programming, work-study administrative responsibilities including payroll, training and scheduling as well as advising student organizations. The Graduate Fellow works in conjunction with the Director of Service Learning to promote community building through programmatic efforts, campus publications and interaction with students, faculty and staff.

Title: Graduate Fellow, New Student Programs

Summary: The Graduate Fellow for New Student Programs is an active member of the Office of Student Activities and Service Learning with primary responsibility for working with the SU101 First Year Experience (FYE) seminar. Responsibilities include recruitment, selection and training of undergraduate peer mentors and coordination and promotion of the FYE speaker series. In addition, the graduate fellow will assist with the planning and implementation of New Student Orientation and Family Weekend, and serve as Program Advisor for student organizations.

Title: Graduate Fellow, Programming

Summary: The Graduate Fellow, Programming is an active member of the Office of Student Activities and Service Learning. The primary responsibilities are to co-advise and further the development of Program Council (PC) as well as other assigned student organizations through their activities and programming efforts. In addition, the Graduate Fellow works in conjunction with the Associate Director of Student Activities and the various organization advisors to promote community building and leadership development through large-scale programmatic efforts.

Title: Graduate Fellow, Operations and Leadership Programs

Summary: The Graduate Fellow, Operations and Leadership Programs is an active member of the Student Activities & Service Learning Office with primary responsibilities of assisting in coordination of various lounge areas, Events Calendars, and assisting in the development and implementation of various leadership programs. The Graduate Fellow works in conjunction with the Director of Student Activities and the entire Student Activities staff to promote community building and leadership development through programmatic efforts.

Title: Graduate Fellow, Student Government and Communication

Summary: The Graduate Fellow, Student Government and Communication is an active member of the Student Activities Office with primary responsibilities in providing project support for SGA elections, who's who selection committee, and the leadership awards banquet . The Graduate Fellow also serves as the advisor for various SGA committees and is responsible for communication to clubs/organizations and the campus community through our web portal Campus Cruiser. This person will work in conjunction with the Assistant Dean of Students and the entire Student Activities staff to promote community building and leadership development through programmatic efforts.

Title: Graduate Fellow, Student Organizations and Commuter Programs

Summary: The Graduate Fellow, Student Organizations and Commuter Programs is an active member of the Student Activities Office with primary responsibility for the coordination of outreach efforts for our commuter student population, including publishing newsletters, coordinating Commuter Connections Week and co-advising the Commuter Student Association. This person will also work on various projects including club/organization registration, supporting advisors and other various projects throughout the year. The Graduate Fellow works in conjunction with the Associate Director of Student Activities and the entire Student Activities staff to promote community building and leadership development through programmatic efforts.