

Graduate Fellow Masterlist

Please contact the listed Hiring Manager for full job position, requirements, responsibilities, and hiring information

POSITION TITLE	POSITION SUMMARY	HIRING MANAGER
Graduate Fellow For The Journey Leadership Program	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.	Dave DeAngelis ddeangelis@suffolk.edu
Graduate Fellow For Student Government Association	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.	Dave DeAngelis ddeangelis@suffolk.edu
Graduate Fellow For SLI Communications	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.	Marissa Pierre Marissa.Pierre@suffolk.edu

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Disability Services Graduate Fellow	<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.</p> <p>The ODS Graduate Fellow is responsible for providing support to the Office Coordinator, Director, Assistant Director, and Alt-Text Specialist within the Office of Disability Services.</p>	Rachel Tessler rtessler@suffolk.edu
Marketing & Outreach Fellow, Center for International Education & Study Away	<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.</p> <p>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>	Emily Eraca Emily.Eraca@suffolk.edu
Graduate Assistant For Interfaith Center	<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>	Amy Fisher afisher@suffolk.edu
Graduate Residence Director	<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</p>	Please email your resume and cover letter to Dustin Martin dustin.martin@suffolk.edu

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	<p>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>	
Suffolk Votes Graduate Fellow	<p>The SuffolkVotes Graduate Fellow will lead voter registration, education, and turnout efforts for the 2024-25 term. Collaborating with the SuffolkVotes committee, Center for Community Engagement (CCE), Political Science and Legal Studies department, SuffolkVotes Ambassadors, and external partners, the Fellow will drive civic engagement initiatives. Candidates should have a strong interest in civic engagement and student development, with experience in community engagement or political mobilization preferred. Join us in shaping campus and community civic engagement!</p>	communityengagement@suffolk.edu
Graduate Admissions Administrative Fellow	<p>Responsibilities:</p> <ul style="list-style-type: none"> 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>Jessica Soto</p> <p>jsoto@suffolk.edu</p>

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Center for Community Engagement Campus Partnerships and Outreach Graduate Fellow	<p>The Campus Partnerships and Outreach Graduate Fellow will cultivate partnerships between the CCE and student clubs, organizations, and leaders. Responsibilities include conducting outreach to recruit participants for CCE programs, fostering collaborations to enhance student diversity and promote a culture of service at Suffolk University. Additionally, the Fellow will support programming for events like Service Day and other CCE initiatives. This role entails developing robust partnerships with campus offices and organizations to engage more students in meaningful service activities. Availability to attend student club meetings and events on select nights and weekends is required.</p>	communityengagement@suffolk.edu
CHW Graduate Fellow	<p>Supervised by the CHW Director or Associate Director, this Graduate Fellow position provides a combination of administrative and wellness education services for CHW in collaboration with other CHW graduate fellows and professional staff. Administrative services include support for the APA Doctoral Internship program and other projects related to CHW operations. Fellows in this position also support CHW Wellness Education services with a focus on providing programming to Suffolk's graduate and law students. This position will provide culturally inclusive educational programming to graduate and law students at Suffolk focused on topics such as mental health, physical well-being, and managing stress. Expansion of the popular Wellness on Wheels program to law and graduate students will be a focus of this position. Some weekend or evening hours (5-7pm) are required. CHW serves a diverse student body and candidates from all disciplines with an interest and commitment to inclusion and multicultural work in healthcare are encouraged to apply. Law students and graduate students from a variety of disciplines with an interest and commitment to an inclusive vision of wellness are</p>	Stephanie Kendall skendall@suffolk.edu

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encouraged to apply. This position requires some evening hours and is required to identify working hours which overlap with other graduate fellows at least 2 days per week to attend required staff meetings. In addition, CHW graduate fellows are expected to work on-site in accordance with Suffolk employee expectations and policies. A typical work week utilizes the full 12 available hours for graduate fellows but there is flexibility across the year in scheduling. All fellows participate in required CHW orientation and training meetings during September.

CHW Wellness Graduate Fellow

Supervised by the Assistant Director of Wellness, this position works closely with CHW staff and the peer health educators (SUPERs) to plan, market and provide a variety of Wellness services, programs, presentations, and awareness campaigns for the Suffolk community. CHW Wellness programs address both emotional and physical wellness needs with a strong focus on the impact of identity and oppression in wellness and health. This position will contribute to all aspects of CHW Wellness services with a particular focus on serving law and graduate students. Some weekend or evening hours (5-7pm) are required. This position will facilitate weekly Wellness on Wheels programs at the law and graduate level as well as staff the Wellness Resource Center, interacting with students and maintaining the physical space. An important component of this work is the preparation of marketing and promotional materials, including social media posts.

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	<p>CHW serves a diverse student body and candidates from all disciplines with an interest and commitment to inclusion and multicultural work in healthcare are encouraged to apply. This position requires some evening hours and is required to identify working hours which overlap with other graduate fellows at least 2 days per week to attend required staff meetings. In addition, CHW graduate fellows are expected to work on-site in accordance with Suffolk employee expectations and policies. Atypical work week utilizes the full 12 available hours for graduate fellows but there is flexibility across the year in scheduling. All fellows participate in required CHW orientation and training meetings during September.</p>	

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