

POSITION TITLE	POSITION SUMMARY	HIRING MANAGER CONTACT
Administrative Fellow for Special Projects	Assist the co-chairs of a large University-wide committee in scheduling meetings, taking/organizing meeting minutes and other administrative tasks related to the project management of the committee's work. At the conclusion of the committee's work, the graduate fellow's main responsibilities will shift to assisting the VP for Administration and VP for Student Affairs with research, document drafting and communications to various stakeholders. Other office/administrative duties may be assigned to the fellow as needed. The successful candidate will have strong written communication skills, comfort working in a team setting and a high degree of professionalism.	Laura Ferrari, lferrari@suffolk.edu
SCJ Department Graduate Student	<ol style="list-style-type: none"> 1. Supports the Department of Sociology & Criminal Justice. Some front facing customer service responsibilities are sometimes required in this position. (see attached job description) 2. 12 hours per week REQUIRED. Pay is approximately \$16.50/hr, actual compensation determined by the Office of Financial Aid. 3. Reports to Department Administrative Coordinator. If interested, please send an email to Erika Gebo (Department Chair), egebo@suffolk.edu and include your resume. 	Erika Gebo, egebo@suffolk.edu
CHW Graduate Fellow	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,	Stephanie Kendall, skendall@suffolk.edu

	<p>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 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.</p>	
CCE Campus Partnership Fellow	<p>Description and application to apply: https://suffolk.co1.qualtrics.com/jfe/form/SV_9ZUA3zRluXEzW3Y</p>	See application link
Graduate Fellow, Housing Operations	<p>Residence Life & Housing Services (RLHS) is committed to a comprehensive housing operation that offers support and service to prospective and current residential students. Graduate Fellows are required to be enrolled in a Master’s or Law School Program at Suffolk University. Reporting directly to the Assistant Director of Residential Housing Operations (ADRHO), the Graduate Fellow for Residential Housing Operations is a part-time member of the RLHS Central Office staff who supports the ADRHO in managing housing and roommate assignments for a student population of more than 1,500 students in five residence halls across four physical locations. The Graduate Fellow will work closely with students, parents and guardians to ensure their housing needs are met by co-managing phone, email, and face-to-face support for the office. This position does not provide on-campus housing</p>	<p>Amanda Mitchell, amanda.mitchell@suffolk.edu</p>

	and requires 11-15 office hours per week in the RLHS Central Office; you are responsible for your own off-campus housing, and should have a reliable, regular method of transportation to campus for work.	
Graduate Resident Director for Off-Campus Housing	The Graduate Resident Director (GRD) for Off-Campus Housing is a critical role within our Residential Life & Housing Services team. This position is designed to support students as they navigate the Boston and surrounding towns' rental market, ensuring a smooth transition from on-campus to off-campus living. The GRD will collaborate closely with the Associate Director to educate students and their families about the rental market, provide guidance on being responsible renters, and facilitate engaging events and communication strategies. This role requires a commitment of 16 hours per week. This position does not provide on-campus housing.	Kevin Barthelemy, fbarthelemy@suffolk.edu