ABOUT THE OFFICE OF RESIDENCE LIFE & SUMMER PROGRAMS

The goal of the Office of Residence Life & Summer Programs is to provide all Suffolk University resident students with a community which is safe and secure; which fosters academic and intellectual achievement; supports personal growth and development; and encourages community living and appreciation of diversity. During the summer, we strive to offer a positive residential experience to a variety of conference guests from across the 50 states and around the globe.

Graduate Fellows 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 Graduate Fellowship position.

While we accept candidates from all of our 46 graduate programs, we pride ourselves in preparing new professionals in the field of student and enrollment services.

Preferred candidates will have demonstrated leadership in one or more of the following areas—residence life, conference services, college center activities, event management, campus center employment, student governance, community service, and/or new student programs.

SPECIFIC POSITIONS

Assistant Resident Director—Leased Property / Residence Life Assistant, Special Projects

This position coordinates the residence life components of a property leased by the University. He/she supervises any additional RA staff at the property. This is a live-in position and has RA responsibilities. He/she reports to the Director of Residence Life & Summer Programs.

Assistant Resident Director—150 Tremont Street

This position serves as a Judicial Hearing Officer and has additional responsibilities in the area of programming. This is a live-in position and has RA responsibilities. He/she reports to the Assistant Director at 150 Tremont Street.

Assistant Resident Director—10 Somerset Street

This position serves as a Judicial Hearing Officer and has additional responsibilities in the area of student conduct. This is a live-in position and has RA responsibilities. He/she reports to the Assistant Director at 10 Somerset Street.

Graduate Fellow for Summer Programs & Student Conduct Issues

This position has responsibilities in the areas of conference services, program marketing/promotion and summer budget. The Graduate Fellow for Summer Programs will also have responsibilities in the area of student conduct. This is a live-out position. He/she reports to the Associate Director.

Complete position descriptions can be found online at:
www.suffolk.edu/reslife

GRADUATE FELLOW GENERAL INFORMATION

COMPENSATION

Graduate Fellows will receive a $13,000 award, posted as a $7,200 grant and $5,800 paid biweekly.

Live-in positions have additional responsibilities and also includes on-campus housing in addition to the $13,000 award.

WORK SCHEDULE

Requires 16 hours of employment per week over 30 weeks.

To apply, please send a resume and cover letter to:

Curtis W. Hoover
Associate Director of Residence Life & Summer Programs
150 Tremont Street
Boston, MA 02111

phone: 617.305.2500
fax: 617.305.2504

Application review begins April 24th 2006
**Quotes from FORMER GRADUATE FELLOWS**

"The grad fellow position allowed me to work on many different projects and programs that I normally would not have been able to, and work with people from all over the university. The entire experience prepared me for moving into my first professional position, complete with a great network of people and resources."

Erik Muurisepp, Director of Student Life
New England Conservatory
Graduate Fellow, 2002-2003

"My Graduate Fellow position in RLSP gave me many advantages. The greatest of which I gained through responsibilities and challenges."

Sarah Crane, Associate Director of Admissions
Wentworth Institute of Technology
Graduate Fellow, 2003-2004

“I was able to develop and strengthen my leadership abilities in many areas. I supervised and led teams of students, facilitated training programs, developed marketing materials and web content, managed large-scale projects and learned many other transferable skills that I can relate to my future career. Working as a graduate fellow with the RLSP office was a great opportunity to learn about higher education administration, student leadership and general business and management skills."

Benjamin Reed, Operations Manager
Disney’s Animal Kingdom Park
Graduate Fellow, 2004-2005

**ABOUT SUFFOLK UNIVERSITY**

Suffolk University, founded in 1906 by Gleason L. Archer as Suffolk School of Law is now a comprehensive university located on Boston’s historic Beacon Hill. With residence hall facilities on Tremont Street across from the Common and a new residence hall on Beacon Hill, the Law School building at lower Tremont Street and the New England School of Art & Design at Suffolk University near the Public Garden in Park Square, the university circles the mid-town public parks in our urban version of the traditional campus quadrangle.

The University enrolls more than 3,500 undergraduates from 29 states and 97 countries. In addition, there are over 1,500 graduate and professional students and over 1,700 students in the School of Law, bringing our total enrollment to approximately 7,000 students. Two-thirds of our undergraduate students are enrolled in the College of Arts & Sciences, and 33% are in the Sawyer School of Management. Almost 20% are multicultural students.

Suffolk students and guests have access to the wealth of resources found in the downtown centers of finance, health care, commerce, government and law. Enjoy close proximity to some of the world’s top cultural and tourist attractions.