

Dean's Fellowships

The College of Organizational, Computational and Information Sciences (COCIS) awards a limited number of Dean's Fellowships to incoming Master of Science in Library Information Science (MSLIS) students with outstanding qualifications. Fellowships are designed to provide financial support to select graduate students and to enrich the student's experience through collaboration with faculty and staff, and to provide support for special projects. This opportunity is available to new or currently enrolled graduate students who will have completed no more than three (3) courses by the start of the fellowship. Preference will be given to those who are in the beginning of a MSLIS program and can commit, at a minimum, to a one-year appointment.

The fellowship is twofold, consisting of a scholarship for tuition and an assistantship. For the assistantship, fellows are required to work 20 hours per week each semester, and are paid an hourly rate. Recipients are selected based on their skills, experience and interests to support the needs of the college. Appointments are typically one year with the possibility of renewal for a second, final year. The appointment is contingent upon satisfactory performance in the assistantship position and the academic program.

The Dean's Fellow for Social Media and Communications

The Dean's Fellow for Social Media and Communications reports to the Director of Operations. The Fellow supports COCIS, and three divisions (SLIS, School of Business and Division of Mathematics, Computing and Statistics) with their social media, publications and communications.

Responsibilities include:

- Work with Academic Directors and Program Directors to leverage social media across stakeholder groups
- Communicate news and events via social media, including Facebook, Instagram, LinkedIn, and Twitter
- Collaborate with Dean's Fellow of Events and Marketing to engage event participants prior, during and after events using social media
- Broaden the reach of social media by increasing our readership and followers on COCIS social media platforms
- Maintain a calendar of planned content/story lines to disseminate posts regularly
- Suggest and create series of themed posts often in collaboration with COCIS academic units
- Conduct interviews and write original articles for the Simmons University news page, COCIS websites and other outlets
- Support other Communications functions as needed

Requirements:

- Enrolled in the MSLIS degree program, with three or fewer courses completed by the start of the Fellowship
- Experience with social media, including maintaining and developing a robust social media presence
- Excellent interpersonal and communication skills
- Strong organizational skills, and the ability to work both independently and within a team
- Comfortable working and synthesizing data and presenting results
- Demonstrated professional writing experience - writing samples will be required

Award: The scholarship award covers up to 12 credits for the academic year, typically 6 credits in the fall and three credits in both the spring and summer semesters. If renewed, the total award shall not exceed 24 credits. For the assistantship, the fellow is required to work 20 hours per week as outlined below, and is paid an hourly rate of \$16.00.

Appointment Length: The successful candidate will be asked to make a three-semester commitment: Spring 2023, Fall 2023 and Summer 2023, with the strong possibility of renewal for a second year contingent upon satisfactory performance in the assistantship position and in the academic program.

Schedule: Schedule is 20 hours per week. The Fellow's work schedule will be coordinated each semester based on the student's course schedule, and the School's needs. Occasional Saturday, Sunday or evening work may be necessary.

Deadline: February 15, 2023

To apply, please email your current resume and letter of interest specifically addressing the requirements of the position to the contact below. Please provide at least 3 examples of social media and web writing content submitted as screenshots or links in a PDF or word document. Please note any experience with design software (such as Photoshop) and web design, HTML, and blogging platforms on your resume.

Email: slisadm@simmons.edu

Subject Line: The Dean's Fellow for Social Media and Communications