

## Simmons University Library Fellows Program

### OVERVIEW

In support of the Simmons University commitment to fostering a diverse, welcoming, and inclusive community, the Simmons University Library, located in Boston, MA on the ancestral unceded territory of the Massachusetts and Pawtucket nations, offers the graduate Fellowships in Library Science to provide graduate library and information science degree students pre-professional staff positions. The Fellowship provides salary and benefits along with tuition scholarships. It is intended to immerse Fellows in librarianship study and professional library work, enriching their experience through professional growth and mentorship opportunities.

Under the direction of and in collaboration with the Simmons University Library staff, the University Library Fellows will support the execution of core departmental functions and the oversight of the daily activities of the University Library and its collections. Following a curricular model that emphasizes learning through doing, the Fellows will explore, in conjunction with their classwork, both the pedagogical and practical aspects of topics in academic librarianship and university archiving. This will include, but is not limited to discovery, accession, processing, preservation, access, teaching & learning, and research assistance, in both the physical and digital spheres.

The Fellowship will culminate in the completion of a capstone project, the topic, format, and potential practical application to be chosen by the University Library Fellow and approved by Library staff.

Potential candidates should note that although this position is situated in an academic setting, the Fellowship is designed to prepare candidates for any professional librarian positions, including public and special libraries and archives.

### Compensation

The Fellowship is a full-time, benefits eligible position with a salary range of \$45,000 per year.

### Work Schedule

The Fellows will work 40 hours per week. The specific schedule will be determined based on the department's priorities and the candidate's availability. Flexibility for class attendance will be considered.

### Timeline

The Library Fellowship aims to support and strengthen both the theory and skills learned throughout the course of the Fellows' library science degree program. The Fellowship is contingent upon enrollment in the Master's degree program in the School of Library and Information Science. It is expected to last up to **three years**, but no longer than four, with the expectation that the fellowship concludes no longer than three months after the Fellow's graduation. Fellows may take no more than one course per semester during their first year of employment and subsequently no more than two courses per semester for the duration of their program.



## FELLOWSHIP POSITION DETAILS

Please submit your materials for the position in PDF form. Resume and Cover Letter as separate files, and indicate your name clearly in the document name.

### Cataloging & Collections Fellow

The Collections & Access Team creates a productive and accessible library experience, positively impacting the academic goals of users by procuring and sustaining collections, facilitating the use of technologies, and providing learning spaces and services that are useful to the broadest diversity of users. The Cataloging & Collections Fellow will contribute to practical aspects of acquisitions and cataloging work, oversee course reserves and interlibrary loan, and provide circulation and reference service.

### Qualifications

1. The Fellowship is contingent upon current enrollment in the Simmons School of Library & Information Science (if newly accepted to the program within one semester of enrollment; if newly enrolled, no more than three courses completed) and maintaining academic standing (SLIS) and Fellowship performance (annual staff performance reviews).
2. Candidates who share one or more of the following criteria are encouraged to apply
  - First generation in their family to attend college and graduate school
  - Socioeconomically disadvantaged (low income, very low income)
  - Attended a minority serving institution
  - Participated in organizations offering services to socioeconomically disadvantaged communities (AmeriCorps NCCC/ City Year) or promote racial equality (ACLU/NAACP/Immigrant Advocacy Groups)
  - Received a merit-based scholarship or aid for the promotion of justice and equity in LIS (e.g. ALA Spectrum Scholarship/ARL Kaleidoscope Program)

### To Apply

To apply for a Simmons University Library Fellowship position, please submit a copy of your resume and a personal statement of up to 750 words addressing why you are interested in the specific position, what you hope to achieve from the Fellowship, and what you believe you can contribute to the University Library & Archives. Please submit your materials to [slisadm@simmons.edu](mailto:slisadm@simmons.edu). Please include your name and material type in the name of your materials. They should be separate documents in PDF form.

Please do not self-reject. The Library is actively seeking a diverse group of candidates with different perspectives and experiences.

Application Deadline: **October 15, 2023**

Email materials to: [slisadm@simmons.edu](mailto:slisadm@simmons.edu)