

Dean's Fellowships

Simmons SLIS 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 Events & International Programs Coordination

The Dean's Fellow for Events & Travel Coordination reports to the Director of Operations. The Fellow will work collaboratively with SLIS academic directors, staff and faculty on a variety of events, programs and projects.

Responsibilities include:

- Plan and coordinate virtual and in-person institutes, symposiums, lectures, and special events for SLIS Dean's Office, and the School of Library and Information Science program.
- Work with academic directors, staff and faculty to plan and coordinate travel
- Collaborate with academic divisions to coordinate commencement week activities and student awards distribution
- Provide support for monthly alumni board meetings, activities and events
- Develop and manage annual events calendar
- Coordinate SLIS travel as needed
- Support other projects and programs as required

Requirements:

- Enrolled in the MSLIS degree program, with three or fewer courses completed by the start of the Fellowship
- Event planning experience
- Proven ability to work independently and take initiative
- Experience managing multiple projects and prioritizing effectively
- Willingness to perform a variety of administrative tasks
- Flexibility to attend and staff events, including some evenings and weekends
- Strong organizational, analytical and problem-solving skills
- Excellent written and verbal communication skills

Award: The scholarship award covers up to 12 credits for the academic year, typically 6 credits in the fall and spring 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: Fall 2024, Spring 2025 and Summer 2025, 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, 2024

To apply, please email your current resume and letter of interest specifically addressing the requirements of the position to the contact below. Please submit two documents, one for each criteria.

Email: slisadm@simmons.edu

Subject Line: The Dean's Fellow for Events & International Programs Coordination