

## Graduate School of Library and Information Science, Simmons College Dean's Fellowships

The Graduate School of Library and Information Science awards a limited number of Dean's Fellowships to students with outstanding qualifications. Fellowships are designed to provide financial support to select students and to enrich the student's GSLIS experience through collaboration with GSLIS faculty and staff and support for special projects.

Fellowships consist of a scholarship for tuition (not to exceed 36 credits) and an assistantship. For the assistantship, Fellows are required to work a set number of hours for the School per week or per semester and are paid an hourly rate. Fellows will be assigned special projects to complement their skills and interests with the needs of the School. Appointments are typically one year, with the expectation of renewal for a second appointment contingent upon satisfactory performance in the assistantship position and in the GSLIS program.

Fellowships which require 30 hours of work will include a library internship program. This internship program has been established to provide the GSLIS Dean's Fellows with opportunities to gain practical library experience while going through the program since these full-time fellowships do not involve such learning opportunities.

### Dean's Editorial Fellow

The Dean's Editorial Fellow is a combined scholarship and assistantship award. It is a three-semester (one calendar year) appointment, with the expectation of renewal for a second three-semester appointment contingent upon satisfactory performance in the assistantship position and in the GSLIS program. The Fellow reports to the Director of GSLIS Curriculum & Communication.

The Editorial Fellow may take up to 3 credits in each of the Fall, Spring and Summer semesters. Tuition for these credits will be covered by the scholarship. For the assistantship, the fellow is required to work 15 hours per week, as outlined below, and is paid an hourly rate of \$14.00.

Work Schedule	Fall 2008 (September 1 through December 19): 240 hours
	Spring 2009 (January 5 through May 22): 300 hours
	Summer 2009 (May 25 through September 4): 225 hours

Please note:

- The above breakdown of hours by semester is a rough guide. The actual breakdown may vary depending on production/editorial schedules.
- Some of the hours worked will be required during a normal Monday-Friday workweek within the hours of 9-5; due to the nature of the fellowship, however, some hours may be done outside of these hours as long as agreed upon in advance.

#### Responsibilities:

The fellow supports faculty editorial projects as well as GSLIS print and electronic publications. Specific duties include the following:

- Editorial and administrative work on *Library & Information Science Research*
  - Copyediting
  - Proofreading and applying edits to manuscript

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*Responsibilities, continued:*

- GSLIS Print and Electronic Publications:
  - Writing original articles and publications for print and Web
  - Editing submissions
  - Design and production of *Info Link* and other GSLIS publications
  - Copyediting, proofreading, and/or fact checking
  - Assisting faculty authors on other editorial projects as approved by supervisor based on available time
  - Other duties as assigned

Requirements include:

- Demonstrated experience with copyediting
- Excellent interpersonal and communication skills
- Excellent organizational skills and the ability to work independently
- Demonstrated initiative and follow-through on projects
- Demonstrated reliability and responsibility
- Writing experience a plus
- Experience with design software (e.g., Quark, InDesign, Photoshop) a plus

To apply, please send letter of interest specifically addressing the requirements and current resume to:

Denise Davis  
Office of Admission  
Graduate School of Library and Information Science  
Simmons College  
300 They Fenway  
Boston, MA 02115

Email: [denise.davis@simmons.edu](mailto:denise.davis@simmons.edu)