

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 fulltime fellowships do not involve learning opportunities in the library.

The Fellow for Dean's Initiatives

The Dean's Fellow will work with the Dean, the Administrative Manager, and GSLIS offices on new and strategic initiatives, international programs, and alumni programs. The Fellow will work collaboratively with GSLIS staff and faculty on a variety of projects including:

- Planning and coordinating special events, symposiums, and lectures with the Dean, Administrative Manager, Associate Dean, and committees
- Supporting alumni events and activities by researching alumni, coordinating receptions and other special events, processing address updates, coordinating mailings, and attending alumni board meetings
- Supporting international initiatives and programs
- Supporting other projects and programs as required.

The Dean's Fellowship is a combined scholarship and assistantship award. It is a one-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 GSLIS Dean and the Administrative Manager and will be assigned special projects to complement the student's skills and interests with the needs of the School.

The Dean's Fellow may take up to 6 credits in the Fall, Spring, and Summer semesters. Tuition for the courses will be covered by the scholarship. For the assistantship, Fellows are required to work 30 hours/week and are paid an hourly rate of \$15.00.

Requirements:

- Enrollment in GSLIS program, but only three or fewer GSLIS courses by start of Fellowship
- Event planning experience
- Ability to work independently
- Ability to manage multiple projects
- Strong analytical, problem solving skills
- Excellent written and verbal communication skills
- Knowledge of at least one foreign language highly desirable

Contract Length: Spring 2009 through Fall 2009 with possibility of renewal

Schedule: The Fellow's work and library schedule will be coordinated each semester based on the course schedules and the needs of the Office.

Review of applications will begin October 1, 2008.

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