

Dean's Fellowships

Graduate School of Library and Information Science, Simmons College

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 are available to new or currently enrolled students, who will have completed a maximum of 9 credits by the start of the fellowship.

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.

Dean's Fellow for Teaching Assistance in the Technology Lab

The Dean's Fellow for Teaching Assistance is a combined scholarship and assistantship award. It is a three-semester appointment (one year), with the expectation of renewal for a second three-semester appointment (one year) contingent upon satisfactory performance in the assistantship position and in the GSLIS program. The Fellow reports to the Assistant Dean for Technology, and will be assigned special projects by the Assistant Manager of Information Technology to complement his or her skills and interests with the needs of the School.

The Fellow for Teaching Assistance may take 6 credits in each of the Fall and Spring semesters and 3 credits in the Summer semester. Tuition for these credits will be covered by the scholarship. For the assistantship, fellows are required to work approximately 30 hours per week, as outlined below, and are paid an hourly rate of \$16.00. This Fellowship includes a library internship component.

Position Description

The Dean's Fellow for Teaching Assistance supports eLearning (WebCT Vista 4) by working closely with the College's Academic Technology office and trains faculty and staff on eLearning functions. The Dean's Fellow also maintains, updates and grades the Technology Orientation Requirement. The Dean's Fellow develops lab software for faculty, staff and students; supports Continuing Education classes both in-person and online; and helps design and support online courses. The Dean's Fellow works with a variety of multimedia applications and basic productivity software in a multi-platform environment. The Dean's Fellow works collaboratively with faculty, staff, and students in instructional support with web design and digital audio and video components. This position works independently and as part of a team.

Work Schedule	Tuesday - Saturday 8am – 3pm (one hour for lunch) 30 hours per week Open the lab and office Tuesday – Saturday Open classrooms and setup equipment on Saturday mornings 3 hours a week for library internships
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Upon consultation with the Assistant Manager of Information Technology, hours may be adjusted to accommodate the Fellow's class schedule.

Library hours are to be scheduled before the start of the semester and must remain consistent through the semester.

Responsibilities include:

- Develop online continuing education courses, including digital video and audio components
- Update Technology Orientation Requirement online for new students every semester
- Coordinate support with Simmons eLearning office and faculty/staff for over eLearning courses
- Provide classroom and one-on-one course management training to GSLIS instructors and students
- Teach software and hardware workshops to GSLIS faculty, staff, and students
- Develop online handouts and tutorials for asynchronous software instruction
- Weekend support for over 30 continuing education classes.
- Take part in interviewing, hiring, overseeing, and training Technology Reference Assistants (TRAs)
- Schedule workshops and collaborate with TRAs
- Intern weekly in college library departments or other area libraries
- Support GSLIS Technology Lab serving 700 graduate students
- Contribute to collaborative projects within the GSLIS Technology Group
- Submit monthly reports
- Other activities to support the mission of the Technology Lab
- Contribute to GSLIS or Simmons wide committee work

Requirements include:

- Familiarity with online course management systems (eg. WebCT Vista or Moodle)
- Familiarity with online course pedagogy
- Familiarity with Mac and PC operating systems
- Familiarity with internet applications and coding languages
- Familiarity with markup languages
- Exceptional problem solving skills and resourcefulness
- Excellent written and oral presentation skills
- Ability to consistently meet deadlines
- Ability to work independently
- Ability to work effectively in a team environment

Fellowships are available to new or currently enrolled students, who will have completed a maximum of 9 credits by the start of the fellowship.

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