

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.

Dean's Fellow for Technology Support

The Dean's Fellow for Technology Support 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 Manager of Information Technology and will be assigned special projects to complement his or her skills and interests with the needs of the School.

The Fellow for Technology Support 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 Technology Support will be the primary support for the Assistant Manager of Technology in all aspects of workstation maintenance, server support, and application installation. This position will also assist the Manager of Information Technology with workshops relating to the Technology Orientation Requirement and other technical instruction as needed.

The Dean's Fellow is provided opportunities to develop and build upon technical skills in server and workstation environments, project management skills, customer relations management, instructional skills, library process management, and problem tracking and solving techniques. The Dean's Fellow is part of a team, and is expected to assume team goals and responsibilities.

Responsibilities include:

- Assist with building and deploying workstation images and software updates
- Assist with Linux and Windows server support
- Assist in point-of-use instruction for hardware and software and install new hardware and software, as instructed by the Assistant Manager
- Teach technology workshops on such topics as the Technology Orientation Requirement (TOR), Electronic Portfolios, and other topics as needed
- Provide documentation for current librarians, archivists, and information professionals in the area of technology including updating and maintaining handouts for Tech Lab web site
- Research new technology as it relates to the library field, and with others, publish a monthly report to the GSLIS community
- Maintains software installation and licensing database and paperwork, and hardware inventory database
- 3 hours per week will be spent working in the College's library as an intern

- Approximately 1.5 hours bi-weekly will be spent staffing the department's front desk between the hours of 4:30 and 6:00

Requirements include:

- Enrollment in GSLIS program, but only three or fewer GSLIS courses taken at time of hire
- Familiarity with Mac OS X and Windows XP operating systems
- Knowledge of databases and networking
- Knowledge of Linux, Apache web server, and Windows 2003 server
- Familiarity with internet applications and coding languages
- Exceptional problem solving skills and resourcefulness
- Excellent written and oral presentation skills
- Ability to work independently

Work Schedule Weekend and evenings as assigned. Currently the schedule is:
Sunday – Thursday
3pm – 10pm (one hour for dinner)
30 hours per week
Close Tech Lab Sunday – Thursday

Upon consultation with the Assistant Dean for 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 constant through the semester.