

Dean's Fellowships

The College of Organizational, Computational and Information Sciences (COCIS) 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 Social Media and Communications

The Dean's Fellow for Social Media and Communications reports to the Dean and Communications Assistant. The Fellow supports COCIS electronic publications and social media.

Responsibilities include:

- Communicate news and events via social media, including Facebook, Instagram and Twitter, for SLIS and the School of Business
- Promote news stories on SLIS and School of Business social media
- Attend student and alumni events (COCIS, SLIS, School of Business, and Math & Computer Science) to photograph and cover via social media
- Broaden the reach of social media by increasing our readership and followers on Facebook, Instagram, and Twitter
- Queue posts on social media to allow for regular updates
- Provide social media analytics on an ongoing basis to school leadership
- Maintain a calendar of events for dissemination on social media
- Suggest and create series of themed posts, often in collaboration with different departments on campus
- Conduct interviews and write original articles for the COCIS news page
- Support other Communications functions as needed

Requirements:

- Enrolled in the MSLIS degree program, with three or fewer courses completed by the start of the Fellowship.
- Demonstrated writing and interviewing experience - *writing samples will be required*

- Copyediting and proofreading experience
- Experience with social media, including maintaining and developing a robust social media platform
- Excellent interpersonal and communication skills
- Strong organizational skills, and the ability to work both independently and within a team
- Initiative and follow-through on projects, such as interviews with key members of the community (faculty, students, alumni) and articles that require the approval of specific individuals. Ability to contact interviewees for feedback and follow up on changes.
- Reliable and responsible

Award: The scholarship award covers up to 12 credits for the academic year, typically 6 credits in the fall and 3 credits in both the spring and summer 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: Spring 2020, Summer 2020 and Fall 2020, 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: November 10, 2019

To apply, please email current resume and letter of interest specifically addressing the requirements of the position to the contact below. Please note any experience with design software (such as Photoshop) and with web design, HTML, and blogging platforms.

Email: slisadm@simmons.edu

Subject Line: Dean's Fellow for Social Media and Communications