

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 Information Technology Support

The Dean's Fellow for Information Technology Support will be the point person for COCIS Technology in all aspects of technical support, application development, and maintenance of workstations, equipment, and spaces. The Fellow will be responsible for coordinating with Simmons Technology to update and maintain workstations, as well as installing and developing applications, and providing support with server maintenance tasks. The student in this position will also offer workshops, create and maintain documentation for both users and staff, and provide other technical instruction as needed. The Dean's Fellow works collaboratively with faculty, staff, and students in all aspects of pedagogical technology support, including web design and digital audio and video components. The Fellow, in conjunction with the Technology Manager, creates and maintains staffing schedules to ensure classes, events, and open lab hours are sufficiently supported. This position works independently and as part of a team. The Fellow will report to the Technology Manager.

Responsibilities include:

- Support Technology Manager on various technology projects.
- Serve as the primary support person for all COCIS Technology spaces.
- Work with WordPress and other applications, including customization, development, maintenance, and creation of new instances as requested.
- Assist faculty, staff and students, with various computer and printer problems.
- Conduct workshops for students about technology related topics.
- Assist in point-of-use instruction for hardware and software (Mac and PC).
- Research and test new hardware and software, as instructed by the Technology Coordinator.
- Research new technology as it relates to the library field and COCIS Technology.
- Train and coordinate Academic Technology Specialists (ATs).
- Other projects and duties as needed.

Requirements:

- Enrolled in the MSLIS degree program, with three or fewer courses completed by the start of the Fellowship.
- Familiarity with and ability to work productively in Mac OS X and Windows operating systems.
- Knowledge of relational databases and networking.
- Have an interest in or familiarity with various scripting languages, such as PHP and Python.
- Knowledge of Linux (RHEL), Mac OS X, and server applications such as Apache server.
- Exceptional problem solving skills and resourcefulness.
- Upbeat and positive approach to customers – faculty, staff, and students.
- Excellent written and oral presentation skills.
- Ability to problem-solve and manage time in a busy environment with competing projects.
- Ability to work independently and as part of a team.

Award: The scholarship award covers up to 12 credits for the academic year, typically 6 credits in the fall and spring 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: Fall 2022, Spring 2023 and Summer 2023, 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. Core hours are typically Monday – Friday, 9am-4pm. Upon consultation with the Technology Coordinator, the schedule will be adjusted each semester to accommodate the student’s course schedule and provide overlap with other members of the COCIS Technology team.

Deadline: February 15, 2022

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

Email: slisadm@simmons.edu

Subject Line: Dean’s Fellow for Information Technology Support