

## Dean's Fellowship for Diversity, Equity, and Inclusion Initiatives

The College of Organizational, Computational, and Information Sciences (COCIS) will award one Dean's Fellowship to an incoming onsite full-time Ph.D. in Library and Information Science student with outstanding qualifications in the Fall 2022 semester. Fellowships are designed to provide financial support to highly qualified graduate students, to enrich the student's experience through collaboration with faculty and staff, and to provide support for special projects.

The fellowship is twofold, consisting of a scholarship for tuition and an assistantship. For the assistantship, fellows are required to work 15 to 20 hours per week each semester, and are paid an hourly rate (\$18/hour). Recipients are selected based on their skills, experience, and interests to support the needs of the college.

The fellowship is a one-year fellowship, renewable for a second year contingent on academic standing and assistantship performance.

### The Dean's Fellow for Diversity, Equity, and Inclusion Initiatives

The Dean's Fellow for Diversity, Equity, and Inclusion Initiatives reports jointly to the Dean and the Operations Director.

#### Responsibilities include:

- Assist in planning activities and events related to diversity, social justice, and inclusion, including:
  - Annual welcome receptions for graduate students of color, graduate LGBTQ+ and international students, and other groups as defined
  - Awareness and education for graduate students around racial justice
- Identify, advertise, and promote workshops, lectures, etc. on related topics to students, staff, and faculty
- Maintain and update the webpage on Diversity and Inclusion Initiatives and SLIS student body demographic data
- Assist in the planning of alternative spring break activities related to social justice
- Create and maintain resources and reading lists on Diversity, Social Justice, and Inclusion in collaboration with faculty
- Create exhibits on diversity for displays
- Attend the monthly student leaders meeting
- Work with the SLIS faculty Diversity, Equity, and Inclusion and Admissions Committees
- Work with other faculty committees as determined
- Serve on faculty search committees as an ex-officio member
- Ensure adequate representation of student concerns on these committees, including soliciting feedback from students such as through creating anonymous online forms, student advisory groups, interactive posters, and attending town halls
- Align work with the Simmons Office of Organizational Culture, Inclusion, and Equity
- Review virtual orientation materials for Diversity, Equity, and Inclusion content
- Maintain, update and share SLIS student Diversity, Equity, and Inclusion resources document
- Other projects as identified

**Requirements:**

- Enrolled full-time in the Ph.D. degree program
- Strong interest in diversity and inclusion issues and programming
- Experience in event planning, community outreach, and program coordination
- Demonstrated leadership
- Excellent research, and verbal and written communication skills
- Mature ability to handle sensitive issues with discretion and tact, and maintain confidentiality
- Preference given to those who have previous diversity initiative experience.

**Award:** The scholarship award covers up to 36 credits for two academic years. For the assistantship, the fellow is required to work 15 hours per week as outlined below, and is paid an hourly rate of \$18.00.

**Appointment Length:** The successful candidate will be asked to make a three-semester commitment per year: Fall, Spring, and Summer semesters.

**Schedule:** Schedule is 15 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.

**To Apply:** Submit a cover letter and resume to [slisadm@simmons.edu](mailto:slisadm@simmons.edu) by **March 4, 2022**.