

SLIS Dean's Fellow

Title: SLIS Dean's Fellow for Social Media and Communications

Start date: September 2025

Job Description:

The Dean's Fellow for Social Media and Communications reports to the Director of Operations. The Fellow supports SLIS with their social media, publications and communications.

Responsibilities include:

- Work with Academic Directors and Program Directors to leverage social media across stakeholder groups
- Communicate news and events via social media, including Facebook, Instagram, LinkedIn, and X
- Collaborate with Dean's Fellow of Events and Marketing to engage event participants prior, during and after events using social media
- Broaden the reach of social media by increasing our readership and followers on SLIS social media platforms
- Maintain a calendar of planned content/story lines to disseminate posts regularly
- Suggest and create series of themed posts often in collaboration with academic units
- Conduct interviews and write original articles for the Simmons University news page, SLIS websites and other outlets
- Support other Communications functions as needed

Qualifications:

- Experience with social media, including maintaining and developing a robust social media presence
- Excellent interpersonal and communication skills
- Strong organizational skills, and the ability to work both independently and within a team
- Comfortable working and synthesizing data and presenting results
- Demonstrated professional writing experience - writing samples will be required

Requirements: Enrolled in the MSLIS degree or MSLIS dual degree program full-time (three classes in the fall and spring semesters), with three or fewer courses completed by the start of the Fall 2025 semester.

Award: The scholarship award covers 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 paid an hourly rate of \$17.00.

Appointment length: The successful candidate will be asked to make a one year commitment, with the strong possibility of renewal for a second year contingent upon satisfactory performance in the assistantship position and in the academic program.

Schedule: 20 hours per week for 14 weeks in the spring and fall semesters; summer hours to be discussed with supervisor. 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.

Eligibility: Students who are able to work on our Boston campus are eligible. International students are eligible.

Deadline: February 1, 2025 (your admission application, supporting documents, and fellow application must all be received by this date)

How to apply: To apply, please email a current resume, letter of interest specifically addressing the requirements of the position, and writing samples to slisadm@simmons.edu. Please note any experience with design software (such as Photoshop) and web design, HTML, and blogging platforms on your resume. The writing samples must consist of at least 3 examples of social media and web writing content submitted as screenshots or links in a PDF or word document. Use the subject line: "Dean's Fellow for Social Media and Communications" and send it from the same email address you used on your admission application.