The following sites are potential placements for Higher Education Fellowship students in the 2019-2020 academic year. Please read the descriptions carefully, and submit your interview preferences on the Higher Education Interview Day registration form.

Full position descriptions are on the following pages.

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MIDDLESEX COMMUNITY COLLEGE, OFFICE OF INTERNATIONAL AND MULTICULTURAL AFFAIRS

Lowell and Bedford, MA

Coordinator of Student Diversity and Inclusion

About the Fellowship Site:
At Middlesex Community College, everyone teaches, everyone learns. Collaborative in nature and innovative in practice, we educate, engage, and empower a diverse community of learners. Through transformative opportunities, we challenge and support every student to succeed and lead. Recognizing equity and inclusion as the foundation for excellence and creativity, Middlesex Community College meets the evolving educational, civic and workforce needs of our local and global communities. https://www.middlesex.mass.edu

Position Description:
The Office of International and Multicultural Affairs is committed to creating a welcoming and inclusive environment that encourages dialogue, learning, education, and diversity. The role of the Coordinator of Student Diversity and Inclusion is to develop and implement educational programs and support services to meet the needs of students who are from diverse backgrounds including international, multicultural and LGBTQ populations. The Coordinator will work collaboratively with other departments to contribute to the college's overall goal of ensuring that all students feel welcome and part of our campus community. In collaboration with members of the Office of International and Multicultural Affairs staff, the Coordinator will play a pivotal, leadership role in the development and implementation of campus initiatives that work to support our students.

Estimated percentage of work that involves in-person contact with students: 95%

Position Responsibilities:
• Assist with creating and implementing sustainable department initiatives which focus on cultivating multicultural education, leadership development, and social justice issues
• Assist with recruitment and support of students who utilize the services of the Multicultural Centers on the Lowell campus
• Work collaboratively with departments, faculty, and staff to improve academic success and retention of students who are from diverse backgrounds including international, multicultural and LGBTQ populations.
• Plan, coordinate and assess diverse programs and activities such as Heritage Months, Social Justice Models, Safe Zone Training for students in conjunction with student organizations, departments and community partners
• Assist International and Multicultural staff in developing and implementing programs focused on supporting students from ethnically and culturally diverse backgrounds and providing resources to the campus community regarding diversity, social justice and inclusion
• Design and implement the Intercultural Dialogues for the college community and assist with the coordination of the annual Social Justice in Action Conference
• Develop, implement and maintain social media outreach efforts
• Develop an environment within the Multicultural Center that is welcoming and inclusive
• Research and update the LGBTQ Virtual Center and the Gay Pride index data for Middlesex Community College
• Assist with other meetings, programs, events coordinated by the Office of International & Multicultural Affairs
• Preferred hours: 9:00 am to 2:00 pm, Monday through Friday

Additional Requirements/Qualifications:
• Excellent communication and interpersonal skills, both written and verbal; proficient in the use of social media
• Ability to interact with a diverse group of students, staff and faculty; strong commitment to diversity and social justice
• Ability to stay current on issues of gender, sexuality, diversity and inclusion in Student Development
• Previous experience developing and implementing programs related to creating an inclusive campus community preferred
• Must have reliable transportation for travel between the fellowship site and Merrimack (for classes)
MIDDLESEX COMMUNITY COLLEGE, SERVICE LEARNING
Lowell and/or Bedford, MA

Service-Learning Fellow

About the Fellowship Site:
Middlesex Community College is a public institution with campuses in Bedford and Lowell, Mass. The college offers Associate Degrees and Credit and Noncredit Certificates. MCC is committed to providing access to affordable education for a diverse community from all ethnic backgrounds and identities, and prepare individuals for success and lifelong learning. MCC promotes academic excellence, provides workforce development opportunities and empowers all learners to become productive and socially responsible members of our local and global communities. To learn more go to www.middlesex.mass.edu

Position Description:
The Fellow will work collaboratively with the Coordinator of Civic and Service-Learning and the Service-Learning Program Assistant to support the Service-Learning needs of the students, faculty and community partners.

Estimated percentage of work that involves in-person contact with students: 50%

Position Responsibilities:
• Manage the Service-Learning department which includes providing ongoing support for students, faculty, and community partners while organizing course material, assisting students to locate placements, and providing ongoing support for students, faculty, and community partners
• Assist with the management of events sponsored by the Office of Civic & Service-Learning including the monthly service opportunity, service-learning recognition events, and Alternative Spring Break.
• Responsible for researching and developing potential programming opportunities.
• Coordinate the Service-Learning Give Pulse database including preparing it for use each semester, updating it throughout the semester, and entering all necessary data at the end of the semester
• Responsible for generating reports based on information in the database
• Respond to a large number of daily student e-mails during placement selection and average number of daily e-mails thereafter
• Conduct between 15-20 class presentations during the first three weeks of the semester, including evening and online classes when necessary
• Develop an “in-person” presence for service-learning on the Lowell and Bedford campuses including drop in hours and meetings by appointment
• Communicate with current community partners when needed and assist in developing new community partnerships, including 2-3 site visits a semester
• Attend MCC and Massachusetts Campus Compact sponsored professional development workshops as approved by MCC supervisor
• Assist with organizing Service-Learning events, programs, and workshops
• Deepen support for faculty on reflection assignments to meet student learning outcomes

Additional Requirements/Qualifications:
• Work well in a team atmosphere to promote Service-Learning
• Work independently and follow through on assignments as needed
• Must have reliable transportation for travel between the fellowship site and Merrimack (for classes)
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, OFFICE OF THE DEAN OF STUDENT SUCCESS
North Andover, MA

Academic Success Coach and Retention Fellow

Position Description:
The Academic Success Coach and Retention Fellow will work closely with staff in the Dean’s Suite in the Academic Success Center on retention efforts and case management of students with academic concerns. He or she will work as an Academic Success Coach, meeting with individual students, and monitor a caseload of at-risk students. The fellow will be responsible for outreach to these students and triaging any concerns they bring up. She/he will help the students develop skills such as critical thinking and reading, writing, time management strategies, goal setting and discipline through one-on-one meetings, participation in classes and events, and workshops. He or she will also review academic concern cases in the CARE system and delegate cases to ASC staff as needed, as well as provide outreach to faculty and staff who submit CARE reports. The fellow will also participate in the campus-wide Retention Intervention Team and other campus-wide committee efforts to insure that at the end of each semester, students are registered for a full course load for the next semester. Finally, the fellow will utilize social media tools to both market the Academic Success Center to students and faculty, and also as a way to communicate with students more effectively. Roles and responsibilities of the fellow will fluctuate throughout the academic year based on student needs at that point in the semester. For example, case management tasks may increase around high-stress times for students, such as midterms and finals.

Estimated percentage of work that involves in-person contact with students: 75%

Position Responsibilities:
• Provide support, motivation, and guidance to freshmen students
• Assist in organization/execution of projects and workshops geared towards first year freshmen and academic readiness
• Assist the staff in supporting critical reading, thinking and writing skills, addressing academic insecurities, test-taking strategies, time management and other academic readiness skills
• Meet with students one-on-one for academic counseling meetings, including maintaining outreach and communication with the students through e-mail and other electronic communication
• Maintain reports, perform research and track data of student progress, student interaction and attendance
• Maintain a team attitude and complete any and all duties and tasks as assigned
• Participate with other fellows in the work of the Academic Success Center as a member of the larger team of student support personnel, including academic counseling for the monitored program, attending staff meetings, special events

Additional Requirements/Qualifications:
• Interest in college readiness, developmental education, student services and support, and student retention
• Excellent communication and public speaking skills; excellent organizational and time management skills
• Interest in the developmental psychology of adolescents ages 18-22, specifically freshmen students in transition
• Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
• Assist in the management of the ASC e-mail and the distribution of critical information to key stakeholders across campus (i.e. LPE scores, MT grades to advisors, DNR info, etc.)
• Assist in the organization/execution of retention initiatives
• Participate in professional development opportunities to strengthen advising skills (i.e. Apple Training, ASC Workshops, Lunch & Learns, webinars)
• Strong computer skills, and experience using Microsoft Excel and Google Apps. Experience with educational databases is preferred but not required
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, ACCESSIBILITY SERVICES
North Andover, MA

Accessibility Support Advisor

Position Description:
The Graduate Fellow in the Accessibility Services Office in the Academic Success Center will work closely with Accessibility Services staff, the Academic Success Center staff, and the college community. The Graduate Fellow will gain a concrete understanding of college disability services and be involved in the process of requesting accommodations from the initial “Requesting for Services” to the finalized accommodation plans and ongoing student support. The Graduate Fellow will learn about required documentation guidelines for specific disabilities and the process of translating documentation into accommodations. The Graduate Fellow will also gain an understanding of FERPA and ADA law that governs college-level accommodations. The Graduate Fellow will be responsible for outreach to ensure accommodations are being utilized by students and that faculty have a clear understanding of their responsibilities. The Accessibility Services Staff and the Graduate Fellow will collaborate on projects that are of interest to the Graduate Fellow as well as benefit the Office. The Fellow will also offer academic support to the wider student population served by the Center for Academic Enrichment.

Estimated percentage of work that involves in-person contact with students: 85%

Position Responsibilities:
- Assist with the Testing Center process including: working with students and faculty, and maintaining tracking log (25%)
- Responsible for the office email box and for responding to emails accordingly (20%)
- Advise students, both registered with the Accessibility Services Office and the Center’s academic monitoring program, early alert program and midterm alert program (15%)
- Update and maintain Disability Services student roster and follow-up with students and conduct outreach efforts (15%)
- Help process student requests for alternative format textbooks (5%)
- Collaborate with the staff in co-facilitating workshops on using college accommodations and making learning easy with assistive tech apps (5%)
- Collaborate with the staff in developing the website and other information packets outlining how to utilize accommodations and work with the Accessibility Services Office (5%)
- Attend team meetings with the staff (5%)
- Participate in Accepted Student and New Student Orientation Programs (<5%)
- Attend New England AHEAD & other disability-related training programs (<5%)

Additional Requirements/Qualifications:
- Genuine interest in the field of college disability services
- Excellent computer, organizational and communication skills
- Willingness to learn and adjust to a fast-paced work environment with the ability to flexibly shift priorities
- Ability to follow established rules of confidentiality
- Ability to work independently and also collaborate with other members of the Center
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER
North Andover, MA

Academic Support and Advising Graduate Associate (up to 2 positions)

Position Description:
The Academic Success Center serves Merrimack students across all majors and GPAs by providing academic support for building, strengthening, and maintaining the academic skills needed to perform at the college level. The Academic Success Center houses the Dean’s Office, Academic Support and Advising, Accessibility Services, First Year Experience, two bridge programs (Compass and Promise), along with the Writing Center, and the Tutoring and Math Center. The Academic Support and Advising Office provides programming such as the Phoenix Program, offering a one-hour-per-week Study Skills course for students on academic probation, accompanied by weekly one-to-one academic coaching appointments. The Academic Support and Advising Office also offers one-to-one coaching, tutoring, workshops, events, and other programming throughout the year accessible to all students across campus. All units within the Academic Success Center work closely with colleagues and faculty, in conjunction with families in efforts to promote the academic and personal development of all Merrimack students.

The Academic Support and Advising Graduate Associate will be involved in a variety of efforts and initiatives designed to educate and support students in their work to succeed academically. Through one-to-one coaching meetings, workshop development, co-instruction of Study Skills, and acting as a role model in and outside of class, the Associate will guide students toward the development of good decision making and self-advocacy. In addition to being a contributing member of a fast-paced, high-stakes, high-touch team with direct contact and impact on students, Associates need the ability to remain flexible and adaptable within this fast-paced work environment, and possess excellent communication and interpersonal skills.

Estimated percentage of work that involves in-person contact with students: 90%

Position Responsibilities:
- Serve as a one-to-one academic counselor for a caseload of students, especially those on academic probation
- Maintain reports and data tracking of student progress, interaction, and attendance
- Participate in the design, teaching, and assessment of the Study Skills course for students on academic probation
- Assist the Director and/or Academic Success Coaches in the creation, organization, development, implementation, and assessment of various programs and initiatives
- Attend and contribute to ASC team meetings as well as meet regularly with an Academic Success Coach for professional development supervision
- Work cooperatively and collaboratively with various constituencies outside the Center in order to promote the academic/personal development of Merrimack students
- Represent the ASC at various events offered by the college for current and accepted students and their families

Position Requirements:
- Interest in student services and support and the interdependent relationship between teaching and learning
- Strong written and interpersonal communication skills
- Comfortable speaking in front of a group and presenting academic information in workshops, programs, and presentations
- Ability to balance independent work with being a collaborative member of a busy team
- Ability to maintain confidentiality and remain non-judgmental with data, information, and experiences pertaining to the Academic Success Center
- Flexibility, curiosity, creativity, and openness to new experience
- Available for occasional evening/weekend programs
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, COMPASS PROGRAM
North Andover, MA

Academic Coach, Compass Program (Freshmen Transition Program)

Position Description:
Compass was created for first year students who demonstrate promise, but who, for whatever reason, have not had the degree of academic success that aligns with their potential. Compass seeks to foster college readiness through a program of transformational learning experiences including small, specialized cohort courses, academic coaching, coordinated support services and gradually increasing self-reliance that will support the students’ educational goals. The graduate fellow for Compass will be responsible for assisting the Compass team in supporting entering freshmen whose histories suggest promise, but are in need of academic and social support to meet the demands of higher education. The projected student acceptance into Compass for fall 2019 is 70 incoming freshmen; the graduate fellow will be responsible for providing academic coaching to a caseload of about 16. The Compass Fellow will receive training to help students transition between high school and college and develop skills such as critical thinking and reading, college-level writing, time management strategies, goal setting and self-discipline through one-on-one academic coaching meetings, team-led workshops, and general study time. The fellow will also manage four peer mentors for student leadership roles in Compass.

Estimated percentage of work that involves in-person contact with students: 95%

Position Responsibilities:
● Provide support, motivation, and guidance to freshmen students in the program
● Assist in organization/execution of projects geared towards first year freshmen and academic readiness
● Assist in and organize community-building activities and workshops for freshmen and upper-class Compass students
● Assist the Compass Program staff and faculty instructors in delivering critical thinking and writing skills, addressing academic insecurities, test-taking strategies, time management and other academic readiness skills
● Meet with a case load of approximately 16 students one-on-one each week for academic coaching meetings, maintaining outreach and communication with the students through e-mail and other electronic communication
● Attend the cornerstone Compass cohort lecture for the first part of the semester to understand the Compass materials
● Communicate with faculty in order to assist the students and professors with the success of the course
● Meet regularly with the Compass Program staff, including academic coaching training & team meetings
● Mentor and support four upper-class student peer leaders in order to facilitate their successful contact and support of freshmen students
● Maintain reports and data tracking student progress, student engagement and attendance
● Assist in planning and delivery of reflection and academic readiness workshops as assigned
● Maintain a team attitude and complete any and all duties and tasks as assigned
● Participate in the Academic Success Center as a member of the larger team of student support personnel, including attending staff meetings and special events
● Some nights and weekends may be required on occasion, but not often

Additional Requirements/Qualifications:
● Interest in college readiness and developmental education, student services and support, and student retention
● A passion for mentoring and helping others succeed
● Excellent communication and interpersonal skills; excellent organizational and time management skills
● The ability to lead by example and act as a role model
● Interest in the developmental psychology of adolescents ages 18-22, specifically freshmen students in transition from high school to college
● Interest in learning differences as related to learning styles and study skills
● Interest in developing lesson plans and workshops geared towards community building, communication, study skills and reflection-based growth
● Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, PROMISE PROGRAM
North Andover, MA

Promise Program Graduate Fellow & Success Coach Position (up to 2 positions)

Position Description:
Promise is a college transition program for a select number of first year students who are identified through the admissions process as those who would especially benefit from structured support. Students selected for Promise are expected to participate, and we anticipate 175 first year student will join us in Fall 2019. Each Fellow will contribute to the program’s goal of supporting the academic and personal transition of these students from high school through college. The Fellow will help students develop academic skills including time management, organization, and goal setting through one-on-one meetings. The Fellow will provide referrals to other campus services, including counseling, career development, and student involvement as appropriate.

Each fellow directly supervises 2-3 Promise Peer Leaders (upper-class students selected to provide mentorship and supplementary academic support to students). Fellows will integrate the Peer Leader training curriculum into their supervisory meetings with Peer Leaders which aim to mentor the Peer Leaders and support their professional development. Other duties may include facilitating Promise’s social media presence, supporting Promise First Year Experience sections, assisting with family communication, attending a fall staff and peer leader retreat, and collaborative research as assigned. Fellows may also have the opportunity to co-teach for-credit offerings through Promise. The Graduate Fellows will be supervised and mentored by a Promise Academic Success Coach. Fellows receive initial and ongoing training, and access to professional development opportunities. We are a small team, and much of our work is done collaboratively. We are excited to welcome a thoughtful team player who is also comfortable completing work autonomously.

Each fellow will focus on one of the following projects: Academic Entrepreneurship, a course designed for students on academic probation -OR- Peer Leader Training & Development:

**Academic Entrepreneurship**
- Co-facilitate and co-manage Google Classroom site
- Learn to Develop and edit current curriculum
- Share grading and feedback
- Support 1-2 AE student leaders

**Peer Leader Training & Development**
- Co-facilitate and develop weekly trainings
- Co-plan Peer Leader fall retreat
- Identify a protocol for integrating training curricula into Peer Leader supervisory meetings
- Inform Promise Staff on Peer Leader Trainings

Estimated percentage of work that involves in-person contact with students: 95%

Position Responsibilities:
- Meet with students one-to-one for academic coaching meetings, as well as maintain outreach and communication with the students through e-mail and other electronic communication
- Directly supervise 2-3 Promise Peer Leaders; facilitate their professional development
- Maintain reports and data tracking of student progress, student interaction and attendance
- Act as a point of communication between the students and college-wide support personnel
- Meet regularly with the supervisor and other professional staff, including attending academic coaching training sessions as well as weekly team meetings, maintain a team attitude, and complete duties and tasks as assigned

Additional Requirements/Qualifications:
- Interest in college readiness and developmental education, student services and support, and student retention
- Excellent communication and public speaking skills; excellent organizational and time management skills
- Ability to lead by example and act as a mentor
- Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
- Interest in the developmental psychology of adolescents ages 18-22, specifically first year students in transition
- Interest in learning disabilities as related to learning styles and study skills
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, WRITING CENTER
North Andover, MA

Writing Center Program Coordinator

Position Description:
The Writing Center Program Coordinator will develop skills that are transferable across student affairs and academic affairs while supporting writing center operations. The coordinator will manage a caseload of approximately 10 at-risk students, where the challenges they face are not limited, nor particularly focused on, writing. In addition, the coordinator will assist in day-to-day center operations, including but not limited to managing the physical space, scheduling, tutoring, training tutors, and promoting services and programs in a variety of media. The Program Coordinator will also support the administration of the Writing Fellows Program, and, depending on interests, may have an opportunity to administer a brand new program of her or his own design. Opportunities for scholarly publication and presentation will be provided, as well as extensive professional development.

The Writing Center is in a period of growth, where programs and services are being re-designed to appeal to a variety of student demographics across the college, and where traditional beliefs about writing support are challenged by efforts to build a culture that values writing and literacy. The Center is a willing partner with any academic affairs or student affairs department or any student organization that wants to integrate writing into their programming. Regular collaboration with the other Academic Success Center Offices (Tutoring & Math Center, Accessibility Services, Academic Advising and Phoenix, Compass, and Promise) is expected and encouraged.

Estimated percentage of work that involves in-person contact with students: 85%

Position Responsibilities:
- Manage a caseload of approximately 10 freshman at-risk advisees
- Assist in day-to-day operations, including staffing and directing center operations one evening per week (Sunday-Thursday 6-9pm)
- Assist in Writing Fellows Program Administration
- Support preparation and execution of Team and Writing Center Council Meetings
- Participate in Graduate Fellow training and development, as well as required ASC team meetings
- Represent the ASC at promotional, informational, and educational functions as needed
- Perform other responsibilities as needed

Position Requirements (KSAs):
- Passion for lifelong learning
- Desire to learn about and support program growth
- Interest in developing a community/learning culture
- Interest in and support for diversity, broadly and progressively defined
- Strong written, interpersonal communication, and collaborative skills
- Good executive function (time management, organizational) skills
- Tutoring experience helpful but not required
- Ability to learn and manage software (Microsoft Office, Google, website management, WC Online) and social media (Facebook, Twitter)
- Available one evening per week (Sunday through Thursday, 6-9pm)
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, DRIVE PROGRAM
North Andover, MA

Graduate Fellow & Success Coach, Drive Program

Position Description:
The Drive Program provides intentional support to identified first year students at the college. The Drive Team works with students through individual success coaching and a tailored First Year Experience (FYE) course as they create their roadmap to success. The Drive Academic Success Coach is a go-to resource for any questions regarding college transition, academic strategies, and overall success.

Entering into its second year in fall 2019, Drive expects to welcome 150 first-year students. The Drive Graduate Fellow & Success Coach will serve as a vital aspect to our student community. The fellow will be the direct Academic Success Coach for 15-20 students. As a Success Coach, the fellow will provide ongoing academic success coaching to assigned students. Within these check-ins, fellows will be working towards the larger programmatic goal of supporting students as they make the academic and personal transition to and through their first year at the college. The fellow will provide referrals to other resources on and off campus, including counseling, career development, student involvement, and financial aid.

The fellow will be offered the opportunity to further their curriculum design and implementation skills by facilitating academic skill building workshops and co-instructing at least one of the Drive-specific FYE sections. Additionally, the fellow will manage the Drive Peer Leader team through ongoing training programs and supervision. Other opportunities may include social media and marketing efforts, co-designing a Drive Team Retreat experience, and supporting a section of Pathways, a one-credit leadership course offered in the spring semester.

The Drive Graduate Fellow will be supervised and mentored by the Assistant Director of the Drive Program. Initial training will be offered both through Drive and the larger Academic Success Center (ASC) in August. The fellow will continue to receive training and access to professional development opportunities on and off campus. The Drive team looks forward to welcoming a fellow who is ready to work collaboratively while also taking ownership of their own student caseload and projects.

Estimated percentage of work that involves in-person contact with students: 95%

Position Responsibilities (if two fellows are selected, some responsibilities below may be divided accordingly):
- Meet with students one-to-one for academic coaching meetings, as well as maintain outreach and communication with the students through e-mail and other communication platforms
- Train, develop, and supervise Drive Peer Leaders; facilitate their ongoing development as they provide necessary peer-to-peer support to our students
- Maintain reports and data tracking of student progress, student interaction and attendance
- Assist in planning and delivery of workshops and classroom activities as assigned
- Act as a point of communication between the students and college-wide support personnel
- Develop and maintain Drive’s social media presence and identify other communication strategies
- Meet regularly with the supervisor and other professional staff, including attending academic success coach trainings, weekly Drive team meetings and bi-weekly ASC staff meetings

Additional Requirements/Qualifications:
- Interest in college readiness and transformative education, college support services and student persistence
- Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
- Interest in the developmental psychology of adolescents ages 18-22, specifically first-year students in transition
- Interest in inclusive learning environments and how to promote them through a process-oriented, value-informed strategy
MERRIMACK COLLEGE, ACADEMIC SUCCESS CENTER, FIRST YEAR EXPERIENCE
North Andover, MA

First Year Experience and Retention Fellow

Position Description:
The First Year Experience and Retention Fellow will work closely with the staff in the First Year Experience Office (FYE) on the organization and execution of the “First Year Experience”. The First Year Experience consists of two major elements: a mandatory FYE course for all first year students and targeted initiatives/programs aimed at promoting retention. As a member of the larger FYE Team, the fellow will support the 60 FYE courses by assisting with the day-to-day coordination, as well as with the frequent training of instructors and student mentors. The fellow will support the targeted initiatives/programs by assisting with standing programs, as well as developing and establishing new programs.

In addition, as a member of the larger Academic Success Center team, the First Year Experience and Retention Fellow will work as an Academic Success Coach, meeting with individual students. The fellow will be responsible for outreach to these students and triaging any concerns they bring up. The fellow will help the students develop skills such as critical thinking, reading, writing, time management, goal setting, and discipline through one-on-one meetings.

Estimated percentage of work that involves in-person contact with students: 60%, though at busy times of the year (midterms, registration, finals, etc.) this could be closer to 75%, as is typical for staff in the ASC

Position Responsibilities:
• Assist with the daily coordination of 60 FYE courses in the Fall
• Observe and co-facilitate lessons of a section of the FYE course
• Assist with the supervision of the 60 FYE Mentors
• Co-facilitate bi-weekly FYE Mentor trainings throughout the fall semester
• Develop and execute a Spring training for all FYE mentors
• Plan monthly events for the FYE Mentors with the two Mentor Coordinators
• Plan, promote, and implement retention initiatives, programs, and workshops for first-year students, working collaboratively with offices across campus
• Serve on cross-campus committees including, but not limited to, the FYE Advisory Board, the FYE Full Team Committee, and the Retention Intervention Team
• Attend cross-campus meetings focused on promoting access, retention, involvement, and engagement acting as a liaison to all offices involved in such meetings
• Serve as an Academic Success Coach to a “caseload” of first year students
• Participate with other fellows in the work of the Academic Success Center as a member of the larger team of student support personnel, including academic counseling for the monitored program, attending staff meetings, special events, etc.

Additional Requirements/Qualifications:
• Strong interest in college readiness, first year transitions, developmental education, student services/support, and student retention
• Background in programming is encouraged
• Able to work some nights and weekends
• Proficient with computer skills, particularly Google Suites, and using an iPad
MERRIMACK COLLEGE, ADMISSION - WELCOME CENTER
North Andover, MA

Visitor Services and Ambassador Program Admission Associate

Position Description:
The graduate fellow in the Admission - Welcome Center will be responsible for assisting Admission staff members with all aspects of the effective recruitment of prospective students. As a Visitor Services and Ambassador Program Admission Associate, the graduate fellow will interact daily with prospective students and families, as well as current students, faculty and staff members across campus. The fellow should be an energetic, customer-service oriented self-starter who is comfortable communicating to diverse audiences. The Visitor Services and Ambassador Program Admission Associate will also work closely with the Admission Ambassador program to assist in the growth of the program.

The admission process is cyclical and fellows will have the opportunity to assist with all stages of the admission cycle, including recruitment travel, campus visits, application processing and evaluation, special events, and yield efforts.

Estimated percentage of work that involves in-person contact with students: 95%

Position Responsibilities:
- Meeting one-on-one with students and families
- Conducting prospective student interviews
- Giving information sessions about Merrimack and the admission process to groups of all sizes
- Assisting the Admission Counselor of Visitor Services and Ambassador program with many aspects of the Ambassador program
- Assisting with the Ambassador application process
- Supporting the Ambassador program by collaborating on group process days, applicant interviews, and the hiring process
- Organizing the Ambassador schedule to ensure coverage, emphasizing the diversity of majors and other demographics
- Collaborate with the Admission Counselor of Visitor Services and Ambassador Program on the mentoring and structure of the Ambassador Executive Board
- Devising new and innovate ideas to make the program different and successful
- Greeting guests entering the Arcidi Center (prospective students and families, visitors for the O’Brien Center for Career Development, campus/community members, etc.)
- Maintaining the Welcome Center facilities that visitors interact with on a daily basis
- Occasional data entry into Slate
- Responding to phone or email inquiries
- Assisting with campus tours as necessary
- Representing the Office of Admission at special events, such as Open Houses and Admitted Student Days
- Assisting with special event planning, preparation and execution

Additional Requirements/Qualifications:
- Exceptional public speaking skills (public speaking skills are a requirement)
- A customer service-oriented attitude
- Some nights, weekends and holidays may be required; applicants should be willing to be flexible with their weekly schedule
- Must be willing to travel locally (transportation and/or mileage will be provided)
- Professional dress required
MERRIMACK COLLEGE, ADMISSION – TRANSFER ADMISSION
North Andover, MA

Transfer Admission Associate

Position Description:
The graduate fellow in Transfer Admission will be responsible for assisting Undergraduate (Day) Transfer Admission staff members with all aspects of the effective recruitment and enrollment of prospective Transfer students. As an Admission Associate, the graduate fellow(s) will interact daily with prospective students and families, as well as current students, faculty and staff members across campus, and should thus be an energetic, customer-service oriented self-starter who is comfortable communicating to diverse audiences. The Admission Associate will also work collectively with the Admission Operation staff, Admission Freshman Team, Admission International Team, and Admission Welcome Center Staff on various projects.

The admission process is cyclical and fellows will have the opportunity to assist with all stages of the admission cycle, including recruitment travel, campus visits, application processing and evaluation, advising, special events, and yield efforts.

Estimated percentage of work that involves in-person contact with students: 50%

Position Responsibilities:
● Contacting applicants regarding events and application status
● Contacting community college and 4-year institution offices or counselors with follow up questions from an application, transfer credit evaluation, or for other kinds of information
● Meeting one-on-one with prospective students and families
● Serving as a Merrimack representative at local Transfer fairs or other events
● Responding to phone and email inquiries
● Representing the Office of Admission at special events, such as Open Houses and Admitted Student Days
● Assisting with the transfer credit evaluation process and management of equivalency database
● Advise students on community college academic course suggestions to create academic pathways with intended major

Additional Requirements/Qualifications:
● Strong public speaking skills
● A customer-service oriented attitude
● Some nights, weekends and holidays may be required; applicants must be willing to be flexible with their weekly schedule
● Must be willing and able to travel locally (transportation and/or mileage will be provided)
● Minimum of introductory experience with Google Drive suite
● Professional dress required
MERRIMACK COLLEGE, GRADUATE STUDIES
North Andover, MA

Admission Representative for Graduate Studies

Position Description:
The Admission Representative will work with the Director of Graduate Studies to support recruitment efforts. The Admission Rep will work to find new ways to market to and recruit new students. They will be responsible for the Graduate Ambassador program. Besides these project-based opportunities, the Admission Rep will also work closely with the admissions team on day-to-day operations, including reaching out to prospective students, reporting and process enhancement. Additionally, this position will be sponsored to attend a local graduate admission conference.

The Admission Representative will also have the opportunity to engage in additional projects as needed by the Office of Graduate Studies that are of interest to them. Potential assignments include working with the Graduate Student Senate, marketing communications and initiatives, website development, and social media.

Estimated percentage of work that involves in-person contact with students: 25%

Position Responsibilities:
● Develop new outreach campaigns to prospective students and refine existing campaigns
● Plan and participate in recruiting events such as fairs, table time, open houses, and info sessions
● Support students as they enroll into graduate programs
● Work with the Graduate Ambassador program, organizing and training the ambassadors and editing the website
● Meet regularly with the Director, participate as a team member of the Office of Graduate & Professional Studies, attend staff meetings and special events, and contribute to team projects as needed
● Research successful college/university graduate programs to identify policies, practices, procedures, and new marketing initiatives. Make recommendations based on best practices identified through research.

Additional Requirements/Qualifications:
● Excellent communication skills
● Excellent organizational and time management skills
● Strong technical skills
● Interest in Marketing, Admissions, and working with graduate students
● Professional demeanor
● Flexible
● Good sense of humor
MERRIMACK COLLEGE, ALUMNI RELATIONS
North Andover, MA

Development and Alumni Relations Graduate Fellow

Position Description:
The Development & Alumni Graduate Fellow is an entry-level position that will introduce the world of higher education fundraising, engagement and administration. The ODAR Graduate Fellow will work closely with the Director of the Office of the Senior Vice President to provide support on development, stewardship events and College-wide projects and events.

The ODAR Graduate Fellow position will offer the opportunity to join a dynamic, mission-driven team and assist with the conclusion of our $50 million Together for Good capital campaign. This historic effort will depend on a dedicated, creative and diverse staff – consider joining our team!

Estimated percentage of work that involves in-person contact with students: 5%

Key Position Responsibilities:
- Assist with signature event logistics and alumni hockey suites in collaboration with the Director of the Office of the Senior Vice President & Director of Special Events
- Assist with creation of marketing and communications materials for donor outreach and stewardship including email and print pieces
- Cooperatively work with the Advancement services team to maintain alumni and donor records with updated information, communications, follow up strategy and stewardship
- Provide support on College-wide events including the President’s Speaker Series, Create your Impact Leadership Initiative and Professional Development Retreat
- Staff events as point of contact for Development and Alumni Relations team (including some nights and weekends)

Other Duties:
- Work with Alumni, Development and Stewardship team to prepare for meetings with donor prospects
- Work with AVP to track and monitor department budgets
- Coordinate office event calendar, supply needs, vendor contacts, purchase orders, expense reimbursement, vendor payments and contact with college fiscal on behalf of entire office
- Coordinate and submit timesheets to payroll
- Provide support to the Office of Development and Alumni Relations team on a wide variety of development and administrative needs
- Perform other special projects related to the goals of the development team as assigned

Additional Requirements/Qualifications:
- Interest in development alumni relations and the role it plays in overall College strategy
- Interest in communication strategy development and execution
- Excellent communication skills, written and interpersonal
- Excellent organizational and time management skills
- Ability to maintain confidentiality
- Ability to work nights and weekends as assigned
**Warriors at Work Internship and Co-Op Graduate Fellow**

**Position Description:**
Warriors at Work is an institutional initiative to motivate students, as freshman, to engage in career development activities including career assessments, networking, mentoring, employer research and site visits that will lead to successful internships and co-ops. Students admitted to Merrimack in the following majors are automatically enrolled in Warriors at Work and are guaranteed an internship upon successful completion of program requirements: Accounting; Communications & Media; Civil, Mechanical and Electrical Engineering; Criminology and Criminal Justice, Graphic Design.

The Warriors at Work Graduate Fellow is a key position that will help to build student awareness and participation in career development initiatives and the requirements of the Warriors at Work program. In conjunction with the Vice President for Corporate and Foundation Engagement and the Director of the Warriors at Work program, the Warriors at Work Graduate Fellow position will offer the opportunity to join a new program that is poised for success with resources and opportunities to shift the campus culture, the student mindset and directly influence the strategic position of the college. This is an opportunity to support and influence a presidential initiative while working directly with students to build the internship/co-op readiness of students.

*Estimated percentage of work that involves in-person contact with students: 45%*

**Key Position Responsibilities:**
- Working collaboratively with the Director, the graduate fellow will manage the student outreach, participation, and training of student mentees
- Host walk-in hours and student activities to promote Warriors at Work programming
- Present short, in-class presentations to students in class related to Warriors at Work programming events
- Assist with the social media presence of Warriors at Work, including oversight of student social media interns
- Help to build brand awareness, engage freshman and sophomores, and assess program impact
- Work collaboratively across departments on campus including admissions, residence life, Office of Development and Alumni Relations, Academic departments, Parents and the O’Brien Center for Career Development
- Provide support for the Spring on-campus Professional Development Retreat, Employer site-visits and planning for summer orientation and freshman boot-camp
- Work with the Employer Relations team at the O’Brien Center for Career Development to assist with the planning, student preparation, and attendance at employer site visits
- Provide Blackboard support for program requirements and to promote student participation
- Host virtual student “huddles” to promote Warriors at Work program initiatives, field questions and build affinity groups
- Perform an environmental scan to research best practices with like institutions

**Other Duties:**
- Provide input on new program developments, drawing on student development theory and the impact of placement data on rankings and institutional advancement
- Perform other special projects related to the goals of the development team as assigned
- Provide event support as needed to include research, administrative support, marketing and presence at events

**Additional Requirements/Qualifications:**
- Interest in career development and internships/coops and the role it plays in overall College strategy
- Interest in communication strategy development and execution
- Excellent communication skills, written and interpersonal
- Excellent organizational and time management skills
- Ability to maintain confidentiality
- Ability to work nights and weekends as assigned (working around fellow’s course schedule)
MERRIMACK COLLEGE, ATHLETICS
North Andover, MA

Coordinator of Student-Athlete Welfare (up to 2 positions)

Position Description:
The Coordinator of Student-Athlete Welfare will assist in the day-to-day responsibilities of the Athletics Student-Athlete Services and Compliance Department. The candidate will be responsible for assisting the Director of Athletics and Manager of Compliance and Student-Athlete Services in implementing and maintaining programs and other resources designed to foster a positive experience for student-athletes as students, athletes and citizens at Merrimack. The candidate will gain valuable experience working cross-functionally with several departments at Merrimack to ensure the success of its student-athletes.

Estimated percentage of work that involves in-person contact with students: 50%

Position Responsibilities:
Responsibilities include but are not limited to the following:

- Assisting in academic monitoring and support of current student-athletes and prospective student-athletes in collaboration with the Department, Coaches, the Faculty Athletic Representative and the Center for Academic Success
- Serving as a resource for coaches and student-athletes as it relates to student-athlete health and wellness (including CARE outreach), NCAA compliance and academic success
- Developing and promoting student-athlete education, leadership initiatives, and programming for varsity and club programs
- Helping to monitor and increase athletics’ retention rates and conducting exit interviews for student-athletes who decide to leave an athletics program
- Advising the student-athlete advisory committee
- Assisting with the development of programming and initiatives in support of at-risk student-athletes
- Advising prospective and committed student-athletes during the admission and matriculation process
- Assisting athletic director with alumni outreach initiatives as needed
- Partnering with Assistant AD to manage the athletics scholarship processes
- Assisting with required reporting including but not limited to the NCAA financial report, Academic Progress Rate (APR), Graduation Rates and EADA reports
- Coordinating NCAA mandated yearly sexual assault prevention training for student-athletes, coaches, and staff
- Assisting with various projects during the transition to NCAA Division I Athletics

Additional Requirements/Qualifications:
- Interest in college readiness and developmental education, student services and support, and retention
- Excellent communication and interpersonal skills; excellent organizational and time management skills
- Demonstrated ability to take initiative, manage multiple priorities and meet deadlines
- Proficiency with computer software including but not limited to Excel, Word, PowerPoint, and Google
- An interest in pursuing a career in college athletics and higher education
- The ability to lead by example and act as a mentor
- Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
MERRIMACK COLLEGE, COMMUNITY STANDARDS
North Andover, MA

Community Standards Graduate Fellow

Position Description:
The graduate fellow in the Office of Community Standards will gain knowledge in and assist with the facilitation of the student conduct system, including holding administrative hearings and acting as the chairperson for student conduct hearing boards.

The fellow will also work in collaboration with offices on campus on health and wellness initiatives and programs. Additionally, the graduate fellow may be called upon for administrative support of the Merrimack College CARE system.

Estimated percentage of work that involves in-person contact with students: 65%

Position Responsibilities:
● Community Standards (approximately 85%):
  ○ Participate in the review of weekly cases through the Advocate Discipline database (5%)
  ○ Facilitate and review the student discipline assessments (5%)
  ○ Conduct administrative hearings and participate on student conduct board (40%)
  ○ Review best practices in and assist in the development of creative sanctioning (5%)
  ○ Assist in database management through student conduct checks (10%)
  ○ Manage police reports through the Advocate Discipline database (5%)
  ○ Conduct CARE outreach and manage student CARE files (10%)
  ○ Facilitate CHIOCES/BASICS alcohol prevention program (5%)

● Health and Wellness Programming (approximately 15%):
  ○ Work to support wellness programming, covering topics such as substance use/abuse, mental health, sexual assault/relationship violence, general safety, and other topics
    ○ Development (10%)
    ○ Execution (5%)

Additional Requirements/Qualifications:
● Quality organizational skills
● Superior communication skills
● Proficiency in Microsoft products
● Willingness to learn the Advocate, Qualtrics and AlcoholEdu data systems
Global Education Graduate Fellow

Position Description:
The graduate fellow in the Office of Global Education will be the face of our office in representing GEO’s global programs first and foremost as academic opportunities for students (*Candidates are strongly encouraged to review our mission statement on our website*). Candidates will also oversee initiatives to increase the number of students who participate in global education.

*Estimated percentage of work that involves in-person contact with students: 50%, depends on time of year*

Position Responsibilities:

- Assist GEO advisors in preliminary and program-specific advising
- Co-manage application software (TerraDotta). This includes:
  - Updating application and program information
  - Tracking student applications
  - Pulling data for faculty leaders and GEO Staff
  - Compiling confidential student information
- Student outreach - Promote *Global Education Programs* through:
  - Hosting information sessions
  - Collaborating with GEO Ambassadors and alums to develop new programming and marketing strategies
  - Designing promotional materials for GEO
  - Actively managing all social media accounts (i.e., Facebook, Instagram, Twitter)
- Participate in office events, including:
  - The Global Education Fair
  - Spring Returning Students Panel
  - Photo Contest
- Administrative responsibilities:
  - Assist with the study abroad course approval process
  - Assist with other administrative duties as needed

Additional Requirements/Qualifications:
- Study abroad and/or international experience required
- Excellent oral and written communication skills
- Proficient in Microsoft Office, working knowledge of Adobe
- Some weekend and evening hours required
MERRIMACK COLLEGE, O’BRIEN CENTER FOR CAREER DEVELOPMENT
North Andover, MA

Career Advisor, Graduate Fellow (up to 2 positions)

Position Description:
The Career Advising Fellow(s) in the O’Brien Center for Career Development will be responsible for general career advising for undergraduate students and career-related programs, events, and activities. This person will be the designated career advisor for a caseload of first year students and manage daily walk-in hours. The fellow will coordinate specific projects and initiatives to assist undergraduate students in their career exploration, and develop and deliver classroom presentations. The fellow will support initiatives relative to the First Year Experience (FYE) program, which may include classroom visits or presentations, small group advising, and outreach to instructors and mentors. Additionally, the fellow will work closely with the full time advisors to support signature program and event initiatives.

Estimated percentage of work that involves in-person contact with students: 85%

Position Responsibilities:
- Serve as primary career advisor for caseload of first year students (approximately 400 students); facilitate individual and small group advising appointments incorporating self, major and career exploration, and triaging to designated career advisor when necessary
- Utilize career assessment tools including software and online resources to help students gain insight to their values, interests, personality, and strengths
- Manage daily career walk-in hours and provide assistance to students with: resume and cover letter reviews, networking and LinkedIn help, internship and co-op questions, interview preparation, job search strategies, and other career-related needs
- In association with professional staff, develop and execute classroom presentations for variety of career programs and initiatives the O’Brien Center is responsible for delivering
- Work closely with the full-time advisors to support programming initiatives including (but not limited to): Professional Development Retreats, Warriors at Work, and Career Series Presentations
- Collaboratively lead and support ‘Get Hired Up’ Internship program, which aims to educate students about the importance of completing and registering internships. This may include supervising approximately 5-10 student interns
- Support initiatives related to the First Year Experience (FYE) program, which may include classroom visits or presentations, small group advising, and outreach to instructors and mentors
- Represent the O’Brien Center at special events throughout the year, including (but not limited to): Open Houses, Accepted Students Day, Orientation, Homecoming, and similar events
- Participate in departmental and staff meetings, activities and events as appropriate/as schedule allows
- Other responsibilities as assigned; ability for the fellow to self-direct special initiatives and programs based on individual interests and professional goals
- Assist with career event preparation and execution, including creating and updating fliers, promoting events, managing event logistics, creating collateral and updating student focused branded materials
- Assist Employer Relations team with vetting and approving jobs, following up with employers, and communicating relevant opportunities to career advisors

Additional Requirements/Qualifications:
Interest in student advising and career development; ability to adapt to change and problem-solve; able to work both independently and as part of a team; excellent verbal and written communication skills; Comfortable presenting workshops and promoting events and programs to audiences up to 100 students; flexibility to change schedule in accordance to special events as needed (note: this will not conflict with your class schedule).

Additional Information: Previous O’Brien Center fellows have gone on to positions as: Assistant Director of Career Advising, Assistant Co-Op Education Coordinator, Career Advisor, Academic Advisor, Resident Complex Director, Program Coordinator for Career Development, and Co-Op Coordinator.
MERRIMACK COLLEGE, O’BRIEN CENTER FOR CAREER DEVELOPMENT
North Andover, MA

Corporate Engagement/ Employer Relations Fellow

Position Description:
The Corporate Engagement/Employer Relations Fellow will be responsible for the execution of on-campus recruitment (OCR) activities, logistics support, and career events; s/he will work in tandem with the marketing team and career advisors to promote recruitment activities. The Fellow will interact with internal and external audiences in support of relationship management to expand opportunities for students through new and continued strategic approaches. The Fellow will work closely with the leadership of the O’Brien Center to support signature program and event initiatives.

Estimated percentage of work that involves in-person contact with students: 30-35%

Position Responsibilities:
• Utilize in-house relationship management tool to: maintain records of employer contacts, services utilized, and potential opportunities; solely responsible for the employer relations email account
• Manage employer relations within Handshake: review account and job posting requests and approve or deny as appropriate; lead coordination of on-campus interviews and information tables by reserving space and communicating with employers regarding final logistics; and create on campus recruiting event registrations
• Work with the Employer Relations team to develop and execute effective partnership strategies to increase the number of quality internship and career opportunities available to our students
• Research and implement innovative and project-based strategies to engage corporate partners with the goal of expanding current and securing new companies recruiting talent from Merrimack College
• Assist with the coordination of campus recruiting events including career fairs, employer site visits, and additional recruiting opportunities
• Work with the Events and Operations Specialist to promote employer on-campus recruiting events, including preparing outreach to employers and students
• Prepare research on companies and present information at bi-weekly Employer Relations/Corporate Partnership meetings for increased employer participation on campus including pitch, presentation, and proposals
• Share supervisory responsibility of the Get Hired Up Intern Program students with other O’Brien Center Fellows and other duties related to the program as assigned
• Create weekly newsletter updates to showcase internship or co-op availability across social media and campus communications
• Coordinate with the Career Development Associate the Non-profit Funded Internship Program
• Participate in departmental meetings, activities, and events as appropriate
• Ability for the fellow to self-direct special initiatives and programs based on individual interests and professional goals; other responsibilities as assigned

Additional Requirements/Qualifications:
Ability to adapt to change and problem solve; social media, marketing, or event planning experience preferred; customer service oriented; strong interest in career education/relationship management; creativity is essential; must be able to work both independently and as part of a team; excellent verbal and written communication skills; strong attention to detail; proficient in MS Office, Excel, and PowerPoint (or Google Drive); previous experience in career center and public speaking a plus. Flexibility to change schedule in accordance to special events as needed (note: this will not conflict with your class schedule).

Previous O’Brien Center fellows have landed the following positions:
Co-op Coordinator; Employer Relations Career Assistant; Career Advisor; Complex Director; Program Coordinator for Career Development; Project Manager; External Relations.
MERRIMACK COLLEGE, O’BRIEN CENTER FOR CAREER DEVELOPMENT
North Andover, MA

Get Hired Up Fellow

Position Description:
The Get Hired Up (GHU) Fellow in the O’Brien Center for Career Development will be responsible for managing the Get Hired Up Program, which is a student campaign to educate Merrimack students about the value of internships and co-ops and the student services the O’Brien Center offers. This person will be the designated supervisor of 20+ student interns involved in this student campaign. The fellow will be in charge of coordinating logistics for career events and classroom presentations designed and executed by the team of interns as well as tracking the interns’ weekly social media data. Additionally, the fellow will build upon the O’Brien Center’s social media strategy through daily posting and development of marketing campaigns. The fellow will work closely with the leadership of the O’Brien Center to support signature program and event initiatives.

Estimated percentage of work that involves in-person contact with students: 60%

Position Responsibilities:
• Manage the entirety of the Get Hired Up Program, but share supervision of interns with other O’Brien Fellows
• Analyze student-reported social media data and trends to strengthen digital media outreach
• Assist with Get Hired Up event preparation and execution, including creating and updating fliers, promoting events, managing event logistics, creating collateral and updating student-focused branded materials
• Coordinate and lead monthly meetings to discuss improvements to the student communication strategy and gather student feedback
• Collaborate with the O’Brien Center leadership team to determine hiring strategy and continued support of the GHU program
• Gain experience with budget oversight by managing Get Hired Up program budget
• Present strategy and outcomes of the GHU program to campus leadership
• Support programming initiatives including Get Hired Up fall training, spring GHU hiring process, and First Year Experience (FYE) program, which may include classroom presentations with Get Hired Up Interns
• Work with full-time staff member to design social media and marketing strategy
• Represent the O’Brien Center at special events throughout the year, including (but not limited to): Open Houses, Accepted Students Day, Orientation, Homecoming, and similar events
• Participate in departmental and staff meetings, activities and events as appropriate/as schedule allows
• Other responsibilities as assigned; ability for the fellow to self-direct special initiatives and programs based on individual interests and professional goals

Additional Requirements/Qualifications:
• Interest in program management and career development
• Supervisory experience preferred; social media, marketing, or event planning experience preferred
• Ability to adapt to change and problem-solve
• Creativity is essential; able to work both independently and as part of a team
• Excellent verbal and written communication skills
• Comfortable presenting workshops and promoting events and programs to audiences of 10 – 100 students
• Previous experience in career center a plus
• Flexibility to change schedule in accordance to special events as needed (note: this will not conflict with your class schedule)
MERRIMACK COLLEGE, ORIENTATION
North Andover, MA

Graduate Fellow for the Dean of Students & Orientation Office

Position Description:
The graduate fellow for the Dean of Students & Orientation Office will assist with the coordination, execution and oversight of our August, January and June Orientation programs as well as our Orientation leader selection process. They will also assist with overall matriculation and retention initiatives for undergraduate students.

Please note that the Dean of Students & Orientation Fellow begins their position early (August 1).

Estimated percentage of work that involves in-person contact with students: 75%

Position Responsibilities:
- Schedule and organize all Orientation meetings
- Actively participate on and schedule the campus-wide Orientation committee which reviews and assesses the orientation schedule and student/family experience
- Coordinate the selection and hiring of orientation coordinators, leaders and team staff for 2020
- Plan and assist in the facilitation of Orientation programs in August, January (and June, plan only)
- Lead weekly Orientation Coordinator meetings
- Assist in the supervision of 5 Orientation Coordinators, 60 Orientation Leaders and 7 Family Orientation Leaders
- Communicate effectively with many divisions within the college including faculty and staff
- Assist in the facilitation and data review of orientation assessments
- Assist in implementing incoming student matriculation initiatives
- Coordinate and execute select student retention initiatives including but not limited to: communication to the student body, leading Dishes with the Dean lunches, 1:1 meetings with students struggling to find their fit on campus and other programs as needed
- Work with Assistant Dean of Students on special projects as deemed appropriate
- Participate in College activities outside the usual M-F 9-5pm workday
- Manage social media as needed

Additional Requirements/Qualifications:
- Strong organizational skills
- Superior communication skills (both oral and written)
- Proficiency in Microsoft and Google platforms
- The ability to multitask in a high energy office
- Proficiency in social media
MERRIMACK COLLEGE, RESIDENCE LIFE
North Andover, MA

Graduate Resident Director (multiple positions)

**Position Description:**
The Graduate Resident Director (GRD) reports directly to the Area Coordinator in their assigned area. The GRD co-supervises a Resident Advisor (RA) staff. In conjunction with their supervisor, they are responsible for the overall administration and daily operation of the assigned area. In addition, the successful candidate will be required to live in on-campus housing provided by the Office of Residence Life.

*This position requires a start date in early July.*

*Estimated percentage of work that involves in-person contact with students: 75%*

**Position Responsibilities:**
- Be available and visible to the residential population, and engage residents on a regular basis.
- Supervise the RA staff in conjunction with the AC
- Serve as part of the on-call duty rotation; GRDs are considered emergency personnel during campus emergencies
- Conduct regular facilities walks and report maintenance issues
- Contribute to Residence Life processes including: opening, closings, RA Training, RA Selection and Housing Selection
- Attend weekly professional and RA staff meetings and July professional staff training
- Develop, track, and assess RA programming as well as RA duty schedules
- Recruit and advise a hall council
- Contribute to all Office of Residence Life processes, including but not limited to: RA Training, RA Selection, and Housing Selection
- Assist with managing one of the Office of Residence Life’s signature programs
- Serve as an administrative hearing officer for cases of student conduct violations
- Other duties as assigned

**Additional Requirements/Qualifications:**
- Availability to begin working in early July
- Strong organizational skills
- Student-centered philosophy
- Superior communication skills

**Additional Benefits:**
- GRDs are placed in a specific residential area on campus based on their skills and the needs of the department. On campus housing is provided to GRDs. The style of housing varies between residential areas, but all GRDs have a single bedroom to themselves and access to a private bathroom.
MERRIMACK COLLEGE, OFFICE OF STUDENT INVOLVEMENT

North Andover, MA

Student Involvement Programming Assistant

Position Description:
The graduate fellow in the Office of Student Involvement for programming will be primarily responsible for late night and weekend programming initiatives, providing a balance of activities for all students through OSI initiatives and student organizations. The fellow will contribute to the success of leadership and programming initiatives within student organizations and recreational programs and will support programs planned by the Office of Student Involvement.

This position requires a start date one week prior to the official start date of the program.

Estimated percentage of work that involves in-person contact with students: 88%

Position Responsibilities:
The Student Involvement Programming Assistant will have responsibility for the following:

- Creating a full and diverse calendar for the academic year of late night and weekend programming initiatives for all students
- Assisting with planning and execution of Spring Concert, campus-wide small- and large-scale events for OSI and student organizations
- Co-supervising the OSI Student Event Coordinators
- Co-supervising the OSI 47 Assistants
- Organizing annual NACA Northeast Conference trip
- Organizing and presenting Nuts & Bolts Workshops (Student Organizations – procedures & policy training)
- Coordinating and supporting Orientation programs
- Creating a full and diverse calendar for the academic year of late night and weekend programming initiatives for all students
- Collaborating with other offices including but not limited to: Residence Life, International Student Support, Campus Ministry, Wellness Education and more on programming efforts
- Coordinating and supporting programming efforts in the 47 Lounge, Augie’s Pub, and The Sanctuary Cafe
- Supporting the Office of Student Involvement planned/supported events such as Cram Jam, Involvement Fair, Orientation and Welcome Week(s), and Spring Concert
- Supporting the needs of our SGA-recognized student organizations including budget maintenance, space booking and programming
- Updating and maintaining Office of Student Involvement Social Media channels

For all Graduate Fellows for Student Involvement, we work with their strengths and interests in shaping the exact contours of their portfolio of responsibilities.

Additional Requirements/Qualifications:
- Experience leading or creating student programs on a college campus
- Ability to utilize social networks/web
- Communication skills
MERRIMACK COLLEGE, OFFICE OF STUDENT INVOLVEMENT
North Andover, MA

Student Involvement Greek Life & Leadership Program Assistant

Position Description:
The graduate fellow for Greek Life & Leadership in the Office of Student Involvement will be responsible mainly for the support of our Fraternity/Sorority Life Program in events, recruitment, and training. Also, this person will assist with developing and presenting leadership trainings on campus. The fellow will contribute to the success of leadership and programming initiatives within student organizations and recreational programs, and will support programs planned by the Office of Student Involvement.

*This position requires a start date one week prior to the official start date of the program.*

Estimated percentage of work that involves in-person contact with students: 88%

Position responsibilities:
The Graduate Fellow for Greek Life & Leadership for Student Involvement will have responsibility for the following:

- Assist with Greek Life Organization programs and initiatives including but not limited to programming, hazing policy education, recruitment, and leadership training
- Implementation of Leadership Institute Program Series held each semester for first and second-year students
- Co-advise the Augie’s Advisory Board and help develop 21+ programming on weekends for Augie’s Pub
- Develop and implement of the annual Women’s Leadership Seminar, Men’s Leadership Seminar, and leadership workshops for all students
- Organize and present S.O.U.L training (Student Organizations – procedures & policy training)
- Co-facilitate the National Society of Leadership and Success Program
- Assist with Merrimack College’s Annual Student Leadership Awards
- Coordinate and support Orientation programs
- Create a full and diverse calendar for the academic year of late night and weekend programming initiatives for all students
- Collaborate with other offices including but not limited to; Residence Life, JCMR, International Student Support, Campus Ministry, Wellness Education and more on programming efforts
- Coordinate and support programming efforts in the 47 Lounge, Augie’s Pub, and The Sanctuary Cafe
- Support the Office of Student Involvement planned/supported events such as Cram Jam, Involvement Fair, Orientation and Welcome Week(s), and Spring Concert
- Support the needs of our SGA-recognized student organizations including budget maintenance, space booking, and programming
- Update and maintain Office of Student Involvement Social Media channels

For all Graduate Fellows for Student Involvement, we work with their strengths and interests in shaping the exact contours of their portfolio of responsibilities.

Additional Requirements/Qualifications:
- Experience leading or creating student programs on a college campus
- Ability to utilize social networks/web
- Communication skills
MERRIMACK COLLEGE, OFFICE OF STUDENT INVOLVEMENT
North Andover, MA

Student Communication & Engagement Program Assistant

Position Description:
The Student Communication and Engagement Program Assistant in the Office of Student Involvement will be primarily responsible for providing support for the following student populations on campus: commuters, veterans, and transfer and graduate students. The fellow will contribute to the success of leadership and programming initiatives within student organizations and recreational programs planned by the Office of Student Involvement.

This position requires a start date one week prior to the official start date of the program.

Estimated percentage of work that involves in-person contact with students: 88%

- Provide support and service to commuter students, transfer students and veteran students. This includes assisting with Merrimack’s Commuter Student Association, Veteran Student Advisory Board, and the Commuter Advisor Program. Develop new programming and support initiatives for these student groups
- Support some of our student organizations in their programming, retention, recruitment and leadership efforts as needed. Provide onsite management and support for assigned evening and weekend events.
- Oversee upkeep and operations of the Commuter Lounge & Graduate Lounge
- Collaborate with other offices including but not limited to; Residence Life, JCMR, International Student Support, Campus Ministry, Wellness Education and more on programming efforts
- Coordinate and support programming efforts in the 47 Lounge, The Hub, Commuter Lounge and Graduate Student Lounge
- Support the Office of Student Involvement planned/supported events such as Cram Jam, Involvement Fair, Orientation and Welcome Week(s), and Spring Concert
- Create and assist with campus-wide newsletters, website updates and design as well as any digital design and marketing projects
- Create and manage social media content for the Office of Student Involvement, utilizing various social platforms to keep students engaged
- Manage OSI Social Media channels and programs

For all Graduate Fellows for Student Involvement we work with their strengths and interests in shaping the exact contours of their portfolio of responsibilities.

Additional Requirements/Qualifications:
- Experience leading or creating student programs on a college campus
- Ability to utilize social networks/web
- Communication skills
- Experience with Canva graphic design software (preferred)
MERRIMACK COLLEGE, GIRARD SCHOOL OF BUSINESS
North Andover, MA

Freshman Academic Advisor – Graduate Fellow (2 positions)

Position Description:
The Freshman Academic Advisor(s) for business students will be primarily responsible for providing holistic advising and support services for Freshman students in the Girard School of Business (GSB). They will be an integral part of the Lucey Center for Business Advising, which integrates both academic and career advising in one centralized location, allowing a seamless approach to students’ success. The Freshman Academic Advisors will work primarily with the freshman class, and potentially a small case load of Business minors and/or undeclared business sophomores.

The Freshman Academic Advisor(s) will report to the Undergraduate Business Academic Advisor. The GSB Higher Education Fellows are provided with significant individual training and a dedicated contact person who is focused supporting their professional development.

The Freshman Academic Advisor(s) will act as the primary advisor(s) for over 250 students, roughly 125-150 students each, meeting and advising students in several formats (one-on-one, small group, and large group) to assist with course registration, mapping/tracking academic progress, updating individual advising trackers, declaring Business Administration majors/minors, addressing student questions, and other academic-related issues. Freshmen Academic Advisors will gain first-hand experience in a full range of activities involved in advising students.

The Freshmen Advisors will work closely with other departments on campus, such as the Office of Student Success and the Office of International Programs. They will be a part of the GSB Dean’s administrative staff, interacting with the Assistant Deans, Lucey Center for Business Advising career and academic advisors, student workers, and faculty from each department/concentration. In addition, the Freshmen Academic Advisor(s) will gain experience working with multiple student populations, such as international, Compass, Honors, and athletes.

**The Freshman Academic Advisor(s) does not need to have an undergraduate degree in a business-related field.

Estimated percentage of work that involves in-person contact with students: 90% (Varies based on time of year)

Position Responsibilities:
- Serve as primary advisor for Freshman Business Administration majors
- May manage a small case-load of Sophomore undeclared Business Administration majors
- Develop an understanding of campus resources, policies, procedures, and curriculum
- Guide students in their selection of a business concentration (Accounting, Corporate Finance and Investment, Financial Planning, Global Management, Management, Human Resources Management, Marketing, Sport Management)
- Update and edit advising materials for advisees and assist in the maintenance of upperclassmen advising documents

Additional Requirements/Qualifications:
- Excellent communication, organization, and time-management skills with an attention to detail
- Ability to maintain confidentiality regarding student-related matters
- Interest in student services and support, and student retention

**Freshman advising occurs during a given six-week span each semester and the Graduate Fellow will be asked to work more during these periods and less in the other weeks, to compensate for the time. In addition, the Fellow(s) in this position will be required to work the weeks of Freshman Advising and Registration, which usually fall around mid-November and late-April.
MERRIMACK COLLEGE, SCHOOL OF EDUCATION & SOCIAL POLICY
North Andover, MA

Professional and Academic Support Services Graduate Fellow

Position Description:
The Professional and Academic Support Services (PASS) office within the School of Education & Social Policy (SESP) is a one-stop location for students to receive both academic and career advising. The Fellow will support students’ acclimation and transition, and focus specifically on freshman Education and Human Development & Human Services students. The Fellow does not need to have prior knowledge or experience with an education academic program, but simply a desire to gain hands-on experience in advising and take an active role in working with students. The Fellow will have the opportunity to work with representatives from the O’Brien Career Center and the Merrimack Institute for New Teacher Support.

In addition to responsibilities within the PASS office, the Fellow will participate in administrative activities related to the SESP. There may also be opportunities in other categories based on the needs of the SESP, as well as the interests and career objectives of the Fellow.

Estimated percentage of work that involves in-person contact with students: 75%

Position Responsibilities:
Student Support and Advising: (75%)
- Assist the Director of Student Support with academic advising of freshmen and sophomore Education and Human Development & Human Services students. The Fellow will be assigned a caseload of students and be actively involved in pre-advising, advising, and retention efforts for these students.
- Review and maintain accurate advising documentation that is published on the SESP website, course catalog, or other sources.

Marketing, Administrative, and Operational: (25%)
- Integral member of the Interview Day 2018 planning committee. Responsibilities may include volunteer management; event logistics; signage and other marketing/communication related tasks; website management for Interview Day attendees; other print materials for candidates and sites.
- Research and implement marketing and communication initiatives for the 2018-2019 Fellowship programs. This includes list cultivation; writing alumni profiles for the website and social media; attending Open House and Information Sessions; conducting surveys and/or focus groups with current Fellows; collaborating with the Office of Graduate and Professional Studies and admission marketing or other approaches.

Additional Requirements/Qualifications:
- Excellent written and verbal communication skills
- Attention to detail
- Ability to work with a wide variety of constituencies (undergraduate students; academic administrators), as well as the ability to work collaboratively with cross-functional teams and different personality types
- Self-starter, and the ability to work independently or collaboratively depending on the project or task assigned
- Flexibility and ability to multitask in a fast-paced and changing environment
- Ability to work with confidential or sensitive information
MERRIMACK COLLEGE, SCHOOL OF HEALTH SCIENCES, ADVISING CENTER
North Andover, MA

Academic Advising Graduate Fellow

Position Description:
The School of Health Sciences (SHS) is currently growing at a rapid pace in both the undergraduate and graduate programs. The SHS currently offers six undergraduate programs: Exercise Science, Health Science, Nutritional Sciences, Public Health, Rehabilitation Sciences, and Direct Entry MS Athletic Training, as well as four graduate programs: Athletic Training, Community Health Education, Exercise and Sport Science, and Health and Wellness Management. The SHS puts a large emphasis on both academic and career advising and has continued to invest in a new Center for Academic and Career Advising, along with the appropriate staff positions to service students in the center. The goal of the center is to provide students with comprehensive planning and advising to meet their academic and professional aspirations. The center focuses on individual advising to ensure students are gaining the necessary didactic, experiential education, and professional development opportunities.

The Academic Advising Graduate Fellow will contribute to the program’s goal of supporting the academic advising needs of the students and center operations. The Academic Advising Fellow will help students determine what major may be a best fit to meet their future career goals, map out semester course loads, operate MyMack, facilitate programming related to academic advising and more. The Academic Advising Fellow will also work closely with the Undergraduate Program Director and Academic Program Manager. Other duties may include helping to maintain records for undergraduate students and adherence to school policies, working with the undergraduate health sciences club, course scheduling, assisting with school retention efforts, helping with undergraduate event planning, and supporting the overall functions of the undergraduate programs.

The Academic Advising Graduate Fellow will receive initial and ongoing training, and access to professional development opportunities. The School of Health Sciences faculty and staff work closely and collaboratively.

Estimated percentage of work that involves in-person contact with students: 80%

Position Responsibilities:
• Meet with students for one-on-one academic advising, as well as maintain outreach and communication with the students through e-mail and other electronic communication
• Create and facilitate MyMack training, advising and registration drop-in sessions, academic advising group sessions, and other programming related to the advisement of undergraduate programs
• Help with the Health Sciences tutoring programs and participate with the undergraduate health sciences club
• Maintain reports and data tracking of student progress, student interaction, attendance, and adherence to school academic policies and grades
• Support school retention efforts along with the college-wide retention efforts
• Assist in planning and delivery of workshops and classroom activities as assigned
• Act as a point of communication between the students and college-wide support personnel
• Meet regularly with the Undergraduate Program Director and attend weekly advising center meetings and monthly School meetings
• Support overall functions of the undergraduate programs, as needed

Additional Requirements/Qualifications:
• Interest in college readiness and developmental education, student services and support, and student retention
• Excellent communication and public speaking skills; excellent organizational and time management skills
• Ability to lead by example and act as a mentor
• Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
MERRIMACK COLLEGE, SCHOOL OF HEALTH SCIENCES, ADVISING CENTER
North Andover, MA

Career and Experiential Learning Graduate Fellow

Position Description:
The School of Health Sciences (SHS) is currently growing at a rapid pace in both the undergraduate and graduate programs. The SHS currently offers six undergraduate programs: Exercise Science, Health Science, Nutritional Sciences, Public Health, Rehabilitation Sciences, and Direct Entry MS Athletic Training, as well as four graduate programs: Athletic Training, Community Health Education, Exercise and Sport Science, and Health and Wellness Management. The SHS puts a large emphasis on both academic and career advising and has continued to invest in a new Center for Academic and Career Advising, along with the appropriate staff positions to service students in the center. The goal of the center is to provide students with comprehensive planning and advising to meet their academic and professional aspirations. The center focuses on individual advising to ensure students are gaining the necessary didactic, experiential education, and professional development opportunities.

The Career and Experiential Learning Graduate Fellow will contribute to the program’s goal of supporting the career advising and experiential education needs of the students and center operations. The Career and Experiential Learning Fellow will help advise students using self-exploration and career exploration, as well as assist with professional development skills. The fellow will also be responsible for support of experiential education initiatives, such as helping to create site partnerships aligned with the applicable health sciences service learning courses, and working to place students at sites of interest. The Career and Experiential Learning Graduate Fellow will also work closely with the Experiential Education Manager and Career Counselor. Other duties may include helping to plan and implement events related to career advising and development, experiential learning, or alumni relations, assisting with the overall experiential learning integration plan within the SHS, helping with the HSC1000: Careers in Health Sciences course and supporting the overall functions of the undergraduate and graduate program initiatives related to these areas.

The Career and Experiential Learning Graduate Fellow will receive initial and ongoing training, and access to professional development opportunities. The School of Health Sciences faculty and staff work closely and collaboratively.

Estimated percentage of work that involves in-person contact with students: 70%

Position Responsibilities:

• Meet with students to learn more about their experiential learning interests and goals and help to place students at applicable site locations
• Work collaboratively with the Experiential Education Manager and Stevens Service Learning to assist with the expansion of service learning sites through community outreach
• Meet with students for one-on-one career advising, as well as maintain outreach and communication with the students through e-mail and other electronic communication
• Create and facilitate events related to career advisement, professional development, graduate school preparation, health sciences alumni relations, experiential learning and internship placement, and other related programming
• Support school experiential education map and roll out functions
• Assist in planning and delivery of workshops and classroom activities as assigned
• Act as a point of communication between the students and college-wide support personnel
• Meet regularly with the Experiential Education Manager, Career Counselor and attend weekly advising center meetings and monthly School meetings
• Support overall functions of the undergraduate programs, as needed

Additional Requirements/Qualifications:

• Interest in career readiness and professional development, student services & support, and experiential education
• Excellent communication and public speaking skills; excellent organizational and time management skills
• Ability to lead by example and act as a mentor
• Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
MERRIMACK COLLEGE, SCHOOL OF LIBERAL ARTS
North Andover, MA

Academic Advisor and Retention Specialist – Graduate Fellow

Position Description:
The School of Liberal Arts has been working closely with the Academic Success Center on retention efforts. These efforts include: a) pre-advising undeclared students in the Discover Program, b) some academic coaching, and c) working with the Retention Initiatives Team (RIT) on outreach to at-risk students.

Every year, approximately 100 first-year students are Liberal Arts Undeclared majors. If counted as a major, undeclared would be one of the largest majors in the first-year class. Undeclared students experience anxiety about not having a major and often doubt whether they should be in college. Academic advising is a major tool for retention of undeclared students. Discover students are often confused about major offerings and the trajectory of the college career and beyond. They need specialized guidance toward areas of academic interest, careers, professional development, and how one discovers a major that is the right fit. They require individually focused advising on possible majors and minors. Pre-advising with the Discover Team enables students to meet with the faculty academic advisors with a preliminary schedule already filled out, thus creating time for deeper conversations. Throughout the year, this retention specialist would also work closely with the RIT on identifying Liberal Arts students at risk of dropping out of college or transferring and then reach out to them on an individual basis.

Estimated percentage of work that involves in-person contact with students: 80%

Position Responsibilities:
 Graduate Fellows in the School of Liberal Arts will work closely, on a daily basis, with the Discover Coordinator and the Associate Dean of Liberal Arts. This work includes:

- One-on-one pre-advising (under the supervision of the Discover Coordinator) with Discover students in the fall and spring terms. This includes academic advising training. Graduate Fellows must have excellent communication and organizational skills and become familiar with Core Requirements as well as major requirements.
- Organizing and hosting welcome and information sessions for undeclared SLA students, including a large session for all Discover students (on the second Tuesday of Fall term), and study sessions during midterms and finals in both semesters
- Coordinating advising sessions and student folders with faculty advisors and administrative assistants from each department
- Collaborating with the O’Brien Center for Student Success, Honors Program, Compass Program, Phoenix Program, Austin Scholars, and advising specialists from the other schools
- Conducting regular check-ins via email and drop in sessions with all Discover students.
- Working closely with the Associate Dean of SLA (a member of the Retention Committee) and the Discover Coordinator on all aspects of student retention including individual outreach to at-risk students
- Coordinating and training a Dean’s Council that can advise the Dean’s Office on student needs and issues, and serve as student liaisons for the SLA across the college

Additional Requirements/Qualifications:
- Excellent communication, organization, and time-management skills with an attention to detail
- Ability to maintain confidentiality regarding student-related matters
- Ability to work collaboratively with the Discover Team, the SLA’s Dean ‘s Office, and other advising centers on campus
- Interest in student services and support, student retention, and curriculum issues (especially general education)
- Flexibility, including a willingness to meet with students on short notice
- Self-directing, mature, reliable, and professional.
MERRIMACK COLLEGE, INTERDISCIPLINARY INSTITUTE
North Andover, MA

Curriculum Transformation and Special Initiatives

The Interdisciplinary Institute seeks a graduate fellow to assist with multiple initiatives, involving research and teaching and bridging the divides between traditional disciplines as well as between theory and practice.

Launched in 2016 as a Presidential initiative, the Interdisciplinary Institute is a hub for creativity and innovation, bringing together faculty and students across campus to collaborate on teaching and research. The institute’s programs and initiatives invite faculty and students to engage in conversations across disciplinary, cultural, and political differences to expand their ways of knowing and experiencing the world. At the heart of the institute’s work is a deep appreciation and respect for diversity in all of its forms.

Position Description:
The Interdisciplinary Institute graduate fellow will have an opportunity to be part of and contribute to an exciting enterprise and help enhance its visibility and impact on the Merrimack campus and beyond. The fellow will work with accomplished faculty and students from various disciplines and schools who are engaged in innovative scholarly and pedagogical initiatives. The Interdisciplinary Institute Fellow will work closely with the Director and Assistant Director of the Institute, the visiting scholar, and the Advisory Board to help develop and expand the Institute’s programs. The fellow will report directly to the Director of the Interdisciplinary Institute.

Estimated percentage of work that involves in-person contact with students: 85%

Position Responsibilities:
- Work with the institute’s Advisory Board to facilitate the Institute’s curriculum transformation initiatives
- Assist the Director and Assistant Director with event planning, including publicity, outreach and other logistics
- Communicate with faculty, staff, and students on a regular basis
- Coordinate outreach efforts to students to enhance their involvement with the institute
- Support the work of the visiting scholar, including conducting research and assisting students with experiential learning projects
- Attend advisory board meetings, take minutes, and draft summaries
- Assist with maintaining an informative website and presence on social media
- Coordinate the activities of the Interdisciplinary Honors Society

Additional Requirements/Qualifications:
- Excellent verbal and oral communication skills
- Excellent administrative skills including organization, time-management, attention to detail and multi-tasking
- Ability to work as part of a team as well as independently
- Ability to work in a fast-paced environment and adapt to the changing needs of a new program
- Interest in experiential learning, interdisciplinary approaches and solving real-world problems
- Ability to maintain confidentiality
MERRIMACK COLLEGE, SCHOOL OF SCIENCE AND ENGINEERING
North Andover, MA

Program Coordinator for First Year STEM Students

Position Description:
The Program Coordinator will work on recruitment and retention initiatives in the School of Science & Engineering, working collaboratively with the Dean’s office, and various academic department faculty and staff.

The coordinator will provide pre-advising information to first-year and sophomore students. This additional layer of communication and support for underclassmen is designed to maximize the student-faculty advisor relationship and is aimed at guiding students to make timely and informed decisions about course selection and registration.

The coordinator will also be a part of the College’s Retention Intervention Team, Living Learning Community Team, and may represent the School at various Open Houses and Accepted Student Days.

Estimated percentage of work that involves in-person contact with students: 10-20%

Position Responsibilities:
• Develop and deliver group pre-advising sessions in advance of Fall and Spring semester advising time
• Assist with follow up for students who do not register to assist registration process and enhance retention, with a focus on first year students
• Refer and guide students to academic departments or other campus resources based on their needs and their desired program of study, and encourage student motivation and success.
• Assist with programming, communication, and outreach for Living Learning Communities offered by the School of Science & Engineering, specifically for the Women in STEM Living Learning Community (LLC)
• Assist with First Year Experience (FYE) seminars for FYE sections affiliated with Living Learning Communities (LLC) offered by the School of Science & Engineering, specifically for the Women in STEM and iTEC LLCs
• Create and publish content for social media and technology displays to promote the School of S&E
• Visit internship sites, as required, for oversight of students doing internships for credit

Additional Requirements/Qualifications:
• Interest in college student services and support, and student retention
• Excellent communication skills, organizational and time management skills
• The ability to be proactive and work independently
• The ability to lead by example; Previous related experience such as Peer Advisor or Resident Assistant is highly desirable
• Interpret the Liberal Arts core requirements as well as the curriculum requirements of majors in 4 academic departments (Math, Biology, Chemistry, and Physics)
• Science background or major is not required, but may be beneficial
MERRIMACK COLLEGE, OFFICE OF WELLNESS EDUCATION
North Andover, MA

Fellow for Wellness Education

Position Description:
The Office of Wellness Education fosters the overall well-being of the Merrimack College community. We assist students in locating the proper resources to address any health and wellness concerns including substance abuse, sexual health choices, and managing stress. The Fellow for Wellness Education works in conjunction with the Wellness Educator, the Fellow for Prevention & Health Promotion, and the Wellness Peer Educators to develop, implement, and evaluate health promotion programs and activities on these and other health/wellness topics.

Training in health promotion and related topics provided as needed. Occasional evening/weekend hours are required to accommodate programming needs and will be counted toward regular weekly hours.

Estimated percentage of work that involves in-person contact with students: 25-50%

Position Responsibilities:
● Co-advice the Wellness Peer Educators along with the Wellness Educator, including recruitment, selection, training, and development of program
● Independently develop and facilitate two health promotion events per month on a topic chosen in advance with the Wellness Educator
● Coordinate awareness campaigns for national health observances such as National Depression Screening Day, World Health Day, and Nutrition Month
● Assist Fellow for Prevention & Health Promotion to facilitate Late Night Programs.
● Work collaboratively with Wellness Education Team to implement two signature initiatives:
  ● Wellness Week: The Fall signature initiative of Wellness Education which aims to educate students to prioritize their health and wellbeing in a holistic manner
  ● Love Your Body Week: The Spring signature initiative which aims to promote positive body image and raise awareness for eating disorders
● Lead the development of Wellness Education social media and Merrimack website to share educational information and promote programming and office initiatives

Strategic Planning & Assessment:
● Assist in the facilitation and data review of needs assessment, Healthy Minds, including a large-scale survey and targeted focus groups to identify wellness education needs on campus.
● Research best practices in health promotion including peer education and mental health awareness.
● Assist with collection and analyzing of program evaluation data for Wellness Education programs.
● Identify and collaborate with student groups, departments and/or faculty interested in cosponsoring various Wellness Education programs.
● Maintain a positive, team attitude and complete all duties and tasks as assigned in a timely manner.
● Other tasks related to Wellness Education as assigned by the Wellness Educator.

Qualifications:
● Enthusiasm for educating about wellness topics including healthy lifestyles, suicide, substance use, and mental health
● Experience supervising or mentoring undergraduate student leaders
● Demonstrated ability to plan events with educational outcomes
● Outstanding communication and organizational skills
● Demonstrated ability to work independently, follow-up on assignments and take initiative on new projects
● Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
● Experience with graphic design (preferred)
MERRIMACK COLLEGE, WOMEN’S AND GENDER STUDIES PROGRAM
North Andover, MA

Women’s and Gender Studies Teaching/Program Assistant

Position Description:
The Fellow for Women’s and Gender Studies will play two vitally important roles, serving as both a teaching assistant and aiding with program initiatives and events. As a teaching assistant, tutor, and mentor, the Fellow will help students in introductory courses navigate and better comprehend the complex issues of gender and intersectionality. The Fellow will work with instructors in two Gender and Society (WGS 1010) courses, attending classes, assisting with classroom discussions and group work, and helping students with assignments and class projects. The Fellow will be available to meet with students throughout the semester, providing guidance to help them develop critical thinking and writing skills regarding gender, race, class, sexuality, religion and nation. The Fellow will also have an opportunity to lead discussions or teach a class, to suggest assignments or extra credit options, and to help with grading. In this role, the Fellow will be pivotal to student development and learning, as well as recruitment and retention of WGS majors and minors.

Additionally, the Fellow will have the opportunity to participate in WGS programs and events as needed by the Director. This includes coordinating the WGS podcast, “Living Out Loud: Storytelling for Social Change,” in which students share/record stories designed to inspire empathy in listeners and to promote social justice. The Fellow will assist with other programming initiatives including planning for the annual Women's History Month events, as well as other film series and performances and is encouraged to suggest other community-building events. The Fellow will work with two student groups advised by the WGS Director, the Gender and Sexuality Alliance (GSA) and Gender Equality at Merrimack (GEM). The Fellow will also connect to students and alumni by social media via the WGS Facebook page, Instagram, and other social media.

Estimated percentage of work that involves in-person contact with students: 70% or more

Position Responsibilities:
- Assist instructors of, and students in, Gender and Society (WGS 1010) courses
- Become deeply familiar with the syllabi for each section of WGS 1010; follow readings/assignments
- Attend weekly class for each WGS 1010 section; participate in class discussions; potential to lead/teach
- Regularly meet with students in all four sections of WGS 1010 (at least twice per semester and as needed)
- Help students enhance critical thinking and writing skills by assisting with student projects, exams, and assignments in WGS 1010 and other WGS courses as needed
- Assist all WGS students who may be struggling to comprehend the complex subjects surrounding gender and intersectionality (gender, race, class, sexuality, nation, religion)
- Maintain reports and data tracking of student progress, student interaction and attendance
- Assist in implementing and grading assignments; suggest extra credit assignments
- Coordinate the WGS podcast, “Living Out Loud: Storytelling for Social Change”
- Participate in planning, and coordinating WGS program events, including Women’s History Month
- Maintain connection to students and WGS alumni via social media and the WGS blog on the program’s web page
- Help with recruitment and retention of WGS majors and minors
- Work with student groups GSA (Gender and Sexuality Alliance) and GEM (Gender Equality at Merrimack)

Additional Requirements/Qualifications:
- Interest in, and ideally some knowledge of, the study of gender and intersectionality
- Interest in student mentoring and teaching
- Strong communication, writing, and social media skills
- Self-starter who works well independently and collaboratively
- Excellent organizational and time management skills, knowledge of Google Docs, Word, Excel
- Ability to maintain confidentiality and remain non-judgmental when addressing student problems and concerns
- Flexibility, adaptability, and patience in dealing with students or department needs