

Ifill Graduate Admission Fellow

Title: Ifill Graduate Admission Fellow

Start date: September 2025

Job Description:

The Ifill Graduate Admission Fellow will gain experience in higher education administration, communications, research, and leadership. The Fellow supports recruitment to graduate programs in the Gwen Ifill School of Media, Humanities, and Social Sciences, and other graduate programs at Simmons. They support Ifill admission efforts with their strong communication skills, commitment to customer service, and love for Simmons. Their main goal is to share their experiences with prospective and admitted students in a variety of ways directly supporting student recruitment.

Responsibilities include:

- Work one 4-hour shift per week staffing the Graduate Admission Office front desk. Greet and serve as a knowledge resource for prospective students across all Simmons graduate programs who visit campus and who call or email the Graduate Admission Office.
- Work two 2-hour shifts per week on Ifill-specific admission and recruitment initiatives.
- Deliver personalized, engaging campus tours to walk-ins and prospective students for all Ifill graduate programs, and occasionally for other programs when a program-specific ambassador is not available.
- Engage with students 1:1 by phone, email, Zoom, and live chat using the TruLeague platform
- Participate in 8-10 virtual admission information sessions on weekday afternoons and evenings, and 1-2 in-person admission information sessions on Saturdays; each semester.
- Write handwritten postcards to admitted students
- Conduct research as directed by the Ifill Grad Admission team; such as benchmarking and competitor analysis
- Edit and/or produce marketing content - i.e. create blogs, flyers, emails, social media content, and/or review/edit singular emails and campaigns
- Help design and provide training to other student workers/ interns

Qualifications:

- Stellar public speaking skills
- Excellent interpersonal skills and ability to connect with students of various backgrounds and life experiences
- Strong organizational skills, and the ability to work both independently and within a team
- Previous admission experience (i.e. serving as a campus tour guide or student ambassador) is valued but not required

Requirements: Enrolling in any Master's degree program in the Gwen Ifill School of Media, Humanities, and Social Sciences starting in Fall 2025, and taking a minimum of 9 credits in the fall and spring semesters.

Award: The scholarship award covers 6 credits of tuition for the fall and spring semesters. For the assistantship, the fellow is paid an hourly rate of \$18.00.

Department Name

300 The Fenway, Boston, Massachusetts 02115

617-521-2000 | simmons.edu

Appointment length: The successful candidate will be asked to make a one year commitment, with the strong possibility of renewal for a second year contingent upon satisfactory performance in the assistantship position and in the academic program. If renewed, the total award will not cover more than 4 semesters.

Schedule: 8 hours per week for 14 weeks in the spring and fall semesters. Although the scholarship only applies in the fall and spring, summer assistantship hours are available if desired. The Fellow's work schedule will be coordinated each semester based on the student's course schedule, and Graduate Admission Office needs. Occasional weekend, holiday, or evening work will be necessary.

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

Deadline: Friday, March 28, 2025 (your admission application, supporting documents, and fellow application must all be received by this date)

How to apply: To apply, please email a current resume and letter of interest specifically addressing the requirements of the position to ifilladm@simmons.edu. Documents should be either PDFs or Word documents. Use the subject line: "Ifill Graduate Admission Fellow" and send the email from the same email address you used on your admission application.