

**Brandeis University - Office of Academic Services**  
**Roosevelt Fellow Position Description & Application Process**  
**2023-2024 Academic Year**

Roosevelt Fellows are a group of approximately 10 junior and senior peer academic advisors who provide an informed, accessible peer perspective on Brandeis academics. This prestigious position bears the name of Eleanor Roosevelt, an early teacher, trustee, and friend of Brandeis University.

Roosevelt Fellows serve as go-to student leaders on campus, providing one-on-one academic advising to all undergraduates. They proactively outreach to new first-year, midyear, and transfer students. Roosevelt Fellows are trained to advise students on topics such as academic planning and decision making, course selection, academic policies, and making use of campus resources. Their work most closely supports the Academic Advising team within Academic Services. Roosevelt Fellows also host and participate in academic programs and initiatives throughout the year.

Roosevelt Fellows are known for their commitment to advising students across all academic interests and for their expertise coaching students through academic decisions. Through their work, Fellows promote the values of academic exploration, school/life balance and use of resources.

**Responsibilities of the Roosevelt Fellow:**

**Time Commitment**

- Serve for the entire academic year of 2023-2024 (therefore, you **may not** participate in study abroad or graduate early).
- Spend an average of 2-5 hours per week completing position-related tasks, and slightly more during peak times such as summer, fall or spring registration periods.
- Roosevelt Fellows must be available for summer training and specific academic orientation events. Training may be done in both synchronous and asynchronous formats. Roosevelt Fellows typically have mandatory in person training in late August just before first year orientation.

**Advising**

- Correspond via email with a caseload of 80-100 new student advisees across all academic interests during the summer prior to course registration and the academic year.
- Hold 1-2 academic advising office hours ( depending on need and the size of the team) in the Office of Academic Services and other locations, or virtually.
- Collaborate with Academic Advisors and Front desk staff to triage and address student inquiries.
- Correspond with advisees through engaging emails with advising information 1-2 times per month.
- Take initiative to develop relationships with advisees, encouraging individual meetings and follow up
- Record notes from all advising conversations and emails in an accurate and timely manner
- Uphold student privacy when discussing sensitive information

**Brandeis University - Office of Academic Services**  
**Roosevelt Fellow Position Description & Application Process**  
**2023-2024 Academic Year**

**Programming**

- Develop and execute interactive academic programs across campus such as “Roosevelt Recommends” prior to registration periods. Programs occur approximately once per month.
- Assist with and facilitate Academic Services programs and initiatives such as advising webinars, student panels and staff interviews/training.
- Serve on event planning committees

**Administrative and Teamwork**

- Participate in weekly or biweekly team meetings for program planning, troubleshooting, committee updates, and continuing training. No more than one missed meeting per semester is allowed and should be arranged in advance whenever possible.
- Attend 1:1 meetings with the program supervisor at least once per semester.
- Manage social media on a rotating basis (typically 1-2 weeks per semester)
- Provide input into the selection process for the following year’s team.
- Work as part of a larger body of student leaders including Orientation Leaders, Community Advisors, Undergraduate Department Representatives, and Hiatt Advisors, whose collaborative goal is to meet the needs of students.

**Qualifications:**

**Eligible Fellows must be members of the class of 2024 and 2025 (sophomores and juniors at the time of application) currently in good academic standing. Please note that we typically select only 3 juniors for the team.** There is no GPA cutoff for this position. Diversity in all of its forms is a core value in our process.

Demonstrated interpersonal/counseling skills, organizational skills, leadership abilities, teamwork experience, community involvement, and enthusiasm sought. **A one-year commitment is required.**

**Compensation:**

Fellows are paid at an hourly rate of \$15.00/hour.

**Applicant Information sessions (Optional):**

Applicants should either attend a 30-minute information session on [zoom](#) led by current Fellows.

Alternatively, students can book a 1:1 meeting with a current Roosevelt Fellow or the staff coordinators, Katie Dunn (kdunn@brandeis.edu) or Kiernan Acquisto (kaquisto@brandeis.edu).

**Brandeis University - Office of Academic Services**  
**Roosevelt Fellow Position Description & Application Process**  
**2023-2024 Academic Year**

**Zoom information sessions will be held on the following dates:**

*Tuesday Feb 28, 7pm EST*

*Wednesday March 1, 7pm EST*

*Monday March 6, 7pm EST (note this option is after the application deadline)*

To sign up for a session, click [here](#)

**Written Application & Interview Process:**

***A completed written application is comprised of:***

- *Answers to demographic questions in survey form*
- *2 short Essays and 2 Email Samples* – written in responses to the three essay prompts and one of the email prompts below (uploaded as a .pdf file)
- *Resume* - (uploaded as a .pdf file)
- *One Brandeis Reference* – Please list name, phone number, and email address. This should be a Brandeis faculty or staff member or graduate student you've worked closely with, not a fellow undergraduate.

- **Individual Interviews:** Semi-finalist candidates will be invited for 30 minute individual interviews

**Application Timeline**

*Dates are approximate and subject to change*

<b>Friday March 3 @ 11:59 p.m. EST</b>	<b>All written application materials due</b>
<b>Friday March 17</b>	Candidates will be emailed regarding their status, individual interviews offered to semi-finalists
<b>Tuesday March 21st- Tuesday April 4</b>	Individual interviews over Zoom
<b>Friday April 14</b>	Final selection decisions made

**Questions?**

- Email Assistant Director of Advising Katie Dunn [kdunn@brandeis.edu](mailto:kdunn@brandeis.edu) or Academic Advisor Kiernan Acquisto [kaquisto@brandeis.edu](mailto:kaquisto@brandeis.edu) or speak to a current Roosevelt Fellow