Roosevelt Fellows are a group of peer academic advisors, who provide the informed, accessible peer perspective on academics at Brandeis. This prestigious position bears the name of Eleanor Roosevelt, an early teacher, trustee, and friend of Brandeis University, renowned for her work toward greater social justice.

The primary role of the fellow is to provide one-on-one academic advising to all undergraduate students, with proactive outreach to new first-year, midyear, and transfer students. Roosevelt Fellows are trained to advise students around academic planning, course selection, common academic policies, and academic decision-making. Roosevelt Fellows hold academic advising sessions in the Office of Academic Services, across campus, and through email. Their work supports the Academic Advising team within Academic Services. Roosevelt Fellows also host and participate in academic programs and events throughout the academic year, including during orientation, in residence halls, and alongside other campus partners.

Roosevelt Fellows are known for the thoughtfulness and care they bring to the position, and for their ability to advise students through common academic decisions. Fellows transmit pride in Brandeis University’s history and accomplishments, and they promote academic exploration and success to all undergraduates.

**Responsibilities of the Roosevelt Fellow:**

**Time Commitment**
- Serve for the entire academic year of 2020-2021 (therefore, you may not participate in study abroad)
- Spend an average of 3-5 hours per week completing position-related tasks
- Selected Fellows must also be available to arrive back to campus for summer training prior to the 2020 New Student Orientation (approximately August 20), and for training prior to the start of the 2021 semester/Mid-Year Orientation. Fellows must be available for the entire training and orientation schedule.

**Advising**
- Correspond via email with a caseload of 60-80 advisees during the summer prior to course registration and at the start of each semester
- Hold ~2 weekly academic advising office hours (depending on need and the size of the team) in the Office of Academic Services and other locations as needed
- Collaborate with Academic Advisors to support caseloads
- Correspond with advisees during the year by sending out regular emails with timely advising information
Brandeis University - Office of Academic Services
Roosevelt Fellow Position Description & Application Process
2020-2021 Academic Year

- Take initiative to develop relationships with advisees outside of email, encouraging them to meet with you individually in person and follow up
- Record notes from all advising and peer mentoring conversations in AdvisorTrac

Event Planning
- Assist with and facilitate academically-related orientation programs
- Develop and execute interactive academic programs across campus such as Roosevelt Recommends, and other programs to be determined

Administrative and Teamwork
- Participate in weekly team meetings for program planning, trouble shooting, committee work, and continuing training. Meetings will be held weekly throughout the 2020-2021 academic year. No more than one missed meeting per semester is allowed and should be arranged in advance whenever possible.
- Attend regular 1:1 meetings with supervisor and other advising staff for ongoing professional development
- Post on the Roosevelt Fellow Facebook, Instagram and Twitter during scheduled weeks
- Work as part of a larger body of student leaders including Orientation Leaders, Community Advisors, Undergraduate Department Representatives, and Hiatt Peer Advisors, whose collaborative goal is to meet the needs of students.

Qualifications:
Eligible Fellows must be rising junior or senior students (sophomores and juniors at the time of application) currently in good academic standing. Diversity in all of its forms is a core value in this process. Demonstrated interpersonal/counseling skills, organizational skills, leadership abilities, teamwork experience, community involvement, and enthusiasm sought. A one-year commitment is required. Average weekly time commitment: 3-5 hours/week.

Compensation:
Fellows are paid at an hourly rate of $12.75/hour during the school year.
Roosevelt Fellow Position Description & Application Process
2020-2021 Academic Year

Application & Interview Process:

- **Written Application:** The completed application includes the following:
  - [Online Coversheet](#)
  - Resume - uploaded as a .pdf file to the online link above
  - Essays and Email Sample – written in response to two of the essay prompts and one of the email prompts below (uploaded as a .pdf file to the online link above)
  - Two References – Please list name, phone number, and email address, listed through the online coversheet (above). At least one reference must be from a Brandeis faculty member; the other can be a staff member or former employer.

- **Individual Interviews:** Selected candidates will be invited for individual interviews in mid-March.

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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Wednesday, March 4</td>
<td>All written application materials due – Online Coversheet</td>
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<tr>
<td>Friday, March 13</td>
<td>Those candidates moving on to the individual interview process will be notified</td>
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<tr>
<td>Monday March 16-Friday March 27, 2020</td>
<td>Individual interviews (we can accommodate Skype interviews for those who are abroad during this time)</td>
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<tr>
<td>Monday April 6, 2020</td>
<td>All candidates notified of final selections</td>
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Questions?
- Email Erin Flood ([eflood@brandeis.edu](mailto:eflood@brandeis.edu)) or Matthew Gabalski ([mgabalski@brandeis.edu](mailto:mgabalski@brandeis.edu))
Part 1: Essay Prompts – Please respond to TWO prompts (400-500 words per prompt)

1. What challenges do first-year students face as they are acclimating to academic life at Brandeis University? How do you view the role of the Roosevelt Fellow in addressing these challenges? How would your skills and experiences help you support a student encountering these challenges?

2. What do the words “advising” and “advice” mean to you? How are they similar? How are they different? Please provide examples.

3. Roosevelt Fellows must be able to work with diverse groups of students. Describe an experience that demonstrates how you were able to work with others who may have a different background than yourself. What did you learn from it?

Part 2: Email Prompts – Please write a sample email response to ONE of the student emails below

Email Option 1:

Hi!

Thank you for introducing yourself – I think it’s really great that we have a Roosevelt Fellow who can help us pick classes for our first semester. I'm really psyched for Brandeis. There are so many cool classes that interest me, I don't know where to begin! I'm also a bit nervous so I'm going to ask you a few questions. This week am I just registering for Fall classes, right? When do we register for Spring classes?

I am interested in the Politics and Business majors and am looking into the following classes but can't narrow it down to just 4. Can you help me choose the right ones?

-UWS: Medical Ethics
-Pol 14: Intro to American Government
-Pol 160: War on Global Terrorism
-Spanish 10: Beginning Spanish
-Econ 10: Principles of Microeconomics
-ENVS 2: Fundamentals of Environmental Challenges
-BUS 152: Marketing Management

I am thinking of taking an additional HWL class as a 5th class this fall. Do you think that it would be okay for me to take 4 core classes and then the HWL 1 plus another HWL as a 5th class since the extra HWL is more of a workout than an actual class or is it too much for one semester?
How did you structure your schedule your first semester at Brandeis? Is there any other class or area of study that you think I should look into?

Sincerely,
Excited student

Email Option 2

Hi,

I am a first year and I need your help. I am taking Chem 11a, Chem 18a, Bio 14a, Math 10a, and UWS. The workload has been time consuming and difficult, and very different from my experience in high school. I’m used to getting all A’s, and I got a 65 on the first chem exam and a B- on my first UWS paper. On top of studying I am involved in the fall musical that rehearses 3 nights a week. I don’t know how I can get everything done without pulling all-nighters!

I think I might need to drop something, but I don’t know if it’s the right decision. I’m not a quitter, I like to finish what I start. Plus, if I drop something, won’t I fall off track for my major? And what if I get a W? I’ve heard that’s really bad. My dream my whole life has been to be a doctor, so if I’m struggling first semester, maybe I’m just not cut out for this. How should I decide what to do? All I’ve been doing for the past couple of weeks is stressing about this decision.

Sincerely,
Stressed student