

Brandeis University - Office of Academic Services
Roosevelt Fellow Position Description & Application Process
2018-2019 Academic Year

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Roosevelt Fellows are a group of 12-15 select upper class peer mentors who assist students with academic and personal acclimation to Brandeis University. 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. Roosevelt Fellows work with students in two primary ways. The first role of the fellow is to provide one-on-one academic advising sessions; these sessions are held in the Office of Academic Services, across campus, or through email. The second role is to develop and facilitate academic programs to be held at orientation events, in residence halls, and alongside other campus partners.

Roosevelt Fellows are known for the mentoring and care they bring to the position, and for their ability to use their own experience to guide others. Fellows transmit pride in Brandeis University's history and accomplishments, and they promote academic exploration and success to all undergraduates, particularly new first-year, midyear, and transfer students.

Responsibilities of the Roosevelt Fellow:

Time Commitment

- Serve for the entire academic year of 2018-2019 (therefore, you may not participate in study abroad)
- Spend an average of 6-8 hours per week completing position related tasks
- Selected Fellows must also be available to arrive back to campus for summer training prior to the 2018 New Student Orientation, and for training prior to the start of the 2019 semester/Mid-Year Orientation. Fellows must be available for the entire training and orientation schedule.

Advising and Mentoring

- Correspond via email with a caseload of advisees during the summer prior to course registration and throughout each semester
- Hold 1-2 regular academic advising office hours in the Office of Academic Services and other locations as needed
- Collaborate with academic services advisors to support caseload
- Correspond with advisees during the year by sending out regular emails with timely advising information
- Take initiative to develop relationships with advisees outside of email, encouraging them to meet with you individually in person and follow up
- Serve as a formal peer mentor to a small group of students in need of additional academic support, meeting regularly with these students for at least 30 minutes
- 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 related programs across campus such as the Faculty Mixer, Roosevelt Recommends/Purple Day, and other programs to be determined
- Outreach to specific populations and develop events to meet their needs

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 2018-2019 academic year. No more than one missed meeting per semester is allowed and should be arranged in advance whenever possible.
- Serve on event planning committees within the team. Committee work will be required outside of team meetings.
- Attend 1:1 meetings with supervisor and other advising staff for ongoing professional development
- 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) with a minimum GPA of 3.0. Proven academic commitment, leadership abilities, teamwork experience, organizational skills, community involvement, interpersonal/counseling skills, and enthusiasm sought. A one-year commitment is required. Average weekly time commitment: 5-7 hours/week.

Compensation:

Fellows receive a \$1,000 stipend for the academic year in recognition of their contributions to our community. This stipend is distributed at the end of each semester in \$500 increments.

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 link above. At least one reference must be from a Brandeis faculty member; the other can be a staff member or former employer.
 - **NEW DEADLINE: Written Applications Due by midnight on Tuesday April 10**
- **Individual Interviews:** Selected candidates will be invited for individual interviews on a rolling basis.

Questions?

- Katie Dunn, Senior Academic Advisor, kdunn@brandeis.edu

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Written Application Instructions

Essay Prompts – Please respond to 2 prompts (300-500 words per prompt)

1. What challenges do first-year students face as they are acclimating to academic and community life at Brandeis University? What is the role of the Roosevelt Fellow in addressing these challenges? What skills and experiences do you possess to address these challenges?
2. What do the words “advising” and “advice” mean to you? How are they similar? How are they different?
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?
4. In addition to consulting with individual students about their academic questions and concerns, the Roosevelt Fellows are involved in planning and facilitating small group programs and workshops in residence halls, as well as events for the larger first year community. Describe, in detail, a new initiative that you would like to see the Roosevelt Fellows offer to first year students.

Email Prompts – Please write a sample email response to 1 of the student emails below

Hi!

Thank you for introducing yourself – I think it’s really cool 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 a PE class as a 5th class this fall. Do you think that it would be okay for me to take 4 core classes and then PE as a 5th class since PE 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

OR

Hi,

I am a first year taking Chem 11a, Chem 18a, Bio 14a, Math 10a, and UWS. All of my courses this semester have been very time-consuming, and I am not doing as well as I expected. For instance, 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 takes a lot of my time. It's caused me to pull a lot of all-nighters.

I think I might need to drop something, but I don't know if it's the right decision. Thinking about dropping the class makes me feel like a quitter, and that I'll fall off track for my major. And what if I get a W? But right now it seems like staying in all of these classes will negatively impact my GPA. 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