

Brandeis University - Office of Academic Services
Roosevelt Fellow Position Description & Application Process
Spring 2025

Roosevelt Fellows are a group of 10-12 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 (therefore, you **may not** participate in study abroad during your time as a Roosevelt Fellow, or plan to 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. (therefore, you may not serve in another Orientation-related position at the same time, such as an OL).

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 weekly (depending on need and the size of the team), in person 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.

Programming

- Develop and execute regular academic programs across campus such as “Roosevelt Recommends” prior to registration periods.
- Assist with and facilitate Academic Services programs and initiatives such as advising webinars, student panels and staff interviews/training.
- Serve on committees to assist with event planning, social media and resource creation.

Administrative and Teamwork

- Participate in weekly 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 2026 and 2027 (sophomores and juniors at the time of application) currently in good academic standing. 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.** Rising sophomores who are accepted to the role generally keep the role for their remaining two years.

Compensation:

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

Applicant Information sessions:

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 coordinator, Julia Mani (jmani@brandeis.edu). Info sessions will be held at the following days/times:

- Thursday, Feb. 13 at 10 am ET
- Tuesday, Feb 25 at 7 pm
- Thursday, Feb. 27 at 8 pm

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

Applications due	Sunday, March 2
Candidates will be emailed regarding their status; interviews offered to semi-finalists	Friday, March 14
Individual interviews	March 17-April 1
Final selection decisions made	Friday, April 11

Questions?

- Email Director of Peer Academic Support Julia Mani (jmani@brandeis.edu) or speak to a current Roosevelt Fellow