



THE UNIVERSITY OF
MEMPHIS®

Cecil C. Humphreys School of Law

**ACADEMIC SUCCESS DEAN'S FELLOW
CALL FOR APPLICATIONS
2023 – 2024 ACADEMIC YEAR**

The Academic Success Program is now seeking applications from rising 2Ls and 3Ls interested in helping their classmates succeed by serving as Academic Success Dean's Fellows for the 2023 – 2024 academic year. Also, it is our hope that any rising 2Ls will serve as Dean's Fellows next year and the year after.

Attributes:

We are specifically looking for students with the following qualities:

- Strong academic performance.
- Ability to relate well to others and give positive and constructive advice.
- Public speaking and presentation ability.
- Organizational skills.
- Attention to detail.
- Ability to maintain confidentiality with sensitive student information.
- Leadership potential.
- Ability to complete assigned tasks in a timely manner.
- Dedication to maintaining knowledge learned in previous courses.

Compensation & Responsibilities:

Each Dean's Fellow will be expected to work an average of 10 hours per week during the fall and spring semesters (280 hours total). A significant portion of the time will be spent working individually with students and having office hours. Students may also be responsible for teaching ASP class sessions or workshops to first-year students. Dean's Fellows will report time spent working toward the 280 hours of service. The students will be compensated with a \$5,000 stipend or scholarship for the work performed.

The selected students will be expected to perform the responsibilities listed below:

- Working with the Assistant Dean for Student Affairs, the Director of Academic Success, and other Academic Success Faculty.
- Developing and teaching workshops for students.
- Creating ASP materials for students.
- Hosting weekly office hours for students.
- Creating or finding practice questions/problems.
- Meeting individually or in groups with students.
- Providing written feedback on student assignments.
- Maintaining ASP Canvas course pages.
- Participating in ASP workshops.
- Being accessible to students.
- Providing administrative help.
- Working on any other projects assigned by the Assistant Dean for Student Affairs, Director of Academic Success, or other Academic Success Faculty.

Application Process:

To apply for a Dean's Fellow position, please follow the instructions at the bottom of this form.

Dean's Fellows will be selected based upon application materials (including your resume), academic performance, an interview, and any recommendations we receive. Academic performance will be particularly heavily weighted. A small group will be selected for an interview, and the Dean's Fellows will be selected from the pool of interviewees.

Applications will be accepted until Wednesday, February 15, 2023.

If you have any questions about this application or any technical difficulties, please contact [Dean Aden](#).

Also, please note that our current Dean's Fellows are, [Kenneth Groce](#), [Haylie Lovelace](#), [Logan Punch](#), [Nada Selim](#). Kenneth, Haylie, Logan, and Nada are available to talk about the positions and responsibilities or to answer questions about what it's like to be a Dean's Fellow. I encourage interested applicants to reach out to them or me for additional information.

APPLICATIONS

To apply for the Dean's Fellow position, you must submit two separate applications:

A. Complete the Academic Success Dean's Fellow Application by February 15, 2023, using the following steps:

1. Download and electronically complete the [Dean's Fellow Application](#).
 - a. Save your application using your first name and last name followed by "application" as the filename of the document. Save it as a .PDF file. (Example: [Suzy Student Application.pdf](#)).
 - b. Save your resume using your first name and last name followed by "resume" as the filename of the document. Save it as a .PDF file. (Example: [Suzy Student Resume.pdf](#)).
2. Electronically submit your resume and application for the Academic Success Dean's Fellow Application using the following steps:
 - a. Navigate to the following website:
<https://www.dropbox.com/request/XlQkBbZhE0nJ45cY6VgB>
 - b. Upload your application (Suzy Student Application.pdf).
 - c. Upload your resume (Suzy Student Resume.pdf).
 - d. Be sure to include your first name, last name, and email address on the Dropbox submission page before you upload the files.
3. Optional:

Ask for references to provide any recommendations you'd like to have considered in the application process to Dean Aden by Wednesday, February 15, 2023. (Note: a short email or verbal reference is fine – a formal letter is not necessary).

B. Complete the Law School Service Scholarship Application by February 15, 2023, using the link below. To be considered for an Academic Success Dean's Fellow position, you must list the Academic Success Program as one of your preferred placement preferences.

https://memphis.co1.qualtrics.com/jfe/form/SV_diHoKKjbv0dkAGa

Note: Students who do not complete the Law School Service Scholarship Application by the deadline (February 15, 2023) are not eligible to be selected for a Dean's Fellow Position.