Hiring Department: Campus Ministry  
Supervisor: Associate Director, Campus Ministry  
Position Title: Graduate Assistant, Campus Ministry - Retreats  
Position Time: Part-Time (18 hours), 9-Month (August 1 – May 15)  
Compensation: $15,000 2nd year, 9-month, & tuition benefits (18 credit hours)  

Summary of Department:  
Faithful to the University’s identity as a Catholic, Jesuit institution, Campus Ministry is committed to the development of the whole person through the service of faith and the promotion of justice. Campus Ministry provides programs and activities that aid students in coming to a deeper awareness of their God-given gifts and invites them to consider how they might live those gifts in the service of others. Through liturgy and worship, service to others, retreats, and faith formation, students are engaged by the Ignatian charism of doing all things for the greater glory of God and the good of all.  

Goals and Objectives of the Position:  
Campus Ministry sponsors different styles and types of retreats with the intent of providing students a reflective environment to form and deepen relationships with others, explore their faith and strengthen their spiritual foundation. Ignatian spirituality is integrated into the retreat program. The Graduate Assistant for Retreats assists the Assistant Director of Campus Ministry in the formation of student leaders and the execution and evaluation of the retreat program.  

Essential Duties and Responsibilities include the following:  
- Actively collaborates with the Loyola Retreats Team (Director, Student Workers, Campus Ministry staff) as well as graduate interns, mentors, and other Loyola members actively involved in Loyola Retreats to provide direction and vision for the Retreats department.  
- Under the guidance of the Director, develop a marketing campaign for the various retreats offered through the department  
- Direct 3-4 retreats per semester (this could include, but not limited to: Loyola 360 (First Year student retreat), Unwritten, Transfer Student Retreat, Senior Retreat, Search, Women’s Retreat, or the Interfaith Retreat). This will include team formation, logistics, and directing the actual retreat.
• Coordinate assessment and evaluation for all Retreats; assists in analysis of findings.
• Meet weekly with the Loyola Retreats team.
• Promote and support other Campus Ministry activities (could include, but not limited to: Alternative Break Immersions, Christian Life Communities, Liturgies)
• Provide pastoral support for students. Follow through on referrals made by Residence Life and Off-campus Student Life. For students demonstrating mental health concerns, appropriately refer to the Behavioral Concerns Team and the Wellness Center.
• Attend monthly Campus Ministry staff meetings.
• Attend all Division of Student Development sponsored trainings and in-services for Graduate Assistants.

**Qualifications (Education/Experience):**

• B.A. degree in theology, education, social sciences or related field
• Enrolled in a graduate level degree program at Loyola University Chicago
• Experience with campus ministry, youth ministry programs such as retreats, service, small faith sharing groups
• Competency in facilitating small group meetings and large events
• Commitment to Jesuit educational ideals and mission in higher education
• Demonstrated ability to live an active and reflective faith life in the Christian tradition
• Demonstrated leadership ability and desire to actively work with college students, both one-on-one and in large group settings.
• Excellent written and verbal communication skills; excellent listening skills and self-awareness.
• A high degree of cultural competence and the ability to respond with compassion and sensitivity to persons of diverse cultural and ethnic backgrounds.
• Commitment to developing professional skills.
• Proficiency in Microsoft Office

*The department of Campus Ministry encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.*