Graduate Assistant: Community Service and Action

**Hiring Department:** Office for Community Service and Action  
**Supervisor:** Director, Office for Community Service and Action  
**Position Location:** Lake Shore Campus  
**Position Time:** 18hrs/week, August-May (with academic calendar breaks)  
**Compensation:** $15,000 Stipend (pre-tax, paid monthly September-May) and up to $18,594 (18 credit hours) tuition waiver

**Summary of Department:**  
The Office for Community Service and Action (CSA) serves the Loyola and local communities by fostering mutually beneficial service partnerships and educational opportunities designed to meet community needs and to provide a transformational learning environment for our students. Rooted in the mission of Jesuit education, we seek to “educate the whole person of solidarity for the real world.”

The CSA encourages various levels of commitment and depth among our students through multiple service and justice experiences. Through CSA programs, we encourage students to:

- integrate service experiences and advocacy efforts into classroom learning, civic responsibility, faith development and vocational exploration
- engage in self and communal reflection
- practice cultural competency through engagement with diverse communities
- apply leadership skills through service program implementation and facilitation

The CSA collaborates with units across the university, including but not limited to: Campus Ministry, the Center for Experiential Learning, the Office of Mission and Identity, Student Activities and Greek Affairs, Student Leadership Development, and Water Tower Campus Life. The CSA works with numerous community partners, both through formal partnerships in our ongoing projects and through general support and one-time projects. Additionally, we engage individual students and student groups on campus to support service and advocacy projects.

**Goals and Objectives of the Position:**  
The CSA seeks an energetic and creative Graduate Assistant (GA) to assist with CSA programs and projects. The primary project of the GA will be facilitating the annual **Hunger Week** program and student leadership development. Hunger Week engages the campus community in education, awareness, advocacy, and fundraising on the issue of hunger from local, national, and global perspectives. Specific tasks of this project include, but are not limited to:

- Selection, recruitment, and formation of the Hunger Week Student Team
- Support of the Hunger Week Team Leader, who leads the Hunger Week Student Team with the GA
- Management of Hunger Week logistics such as scheduling, room reservations, partner management, budget, fundraising, marketing, and assessment
• Direct support of Hunger Week programs as they are implemented

Additionally, the GA supports general CSA programming, recruitment, and promotions. Past examples have included student leadership development, social media support, and advocacy program development and implementation. Specific projects for the GA beginning in fall 2017 will be evaluated and finalized at a later date but will remain in a similar vein.

Learning opportunities for the GA are essential in the position. Upon completion of the internship, the Graduate Assistant will be able to:

1. Independently manage a reflective service or justice education experience for students that is rooted in Ignatian pedagogy and that provides clear learning opportunities for participants
2. Build and maintain partnerships with community and campus partners to provide meaningful student learning experiences with community impact
3. Articulate community service or advocacy work as opportunity for co-curricular transformative education for students

**Essential Duties and Responsibilities include the following:**

• Management of Hunger Week, including recruitment, leader training and development, logistics and planning, coordination with community partners & assessment
• Direct contact with and support of student volunteers and student leaders
• Facilitation of student leadership development
• Support of CSA social media, under the direction of supervisor
• Assessment, reporting, communication, and legacy documentation
• Community organization contact
• Support of CSA events and efforts in collaboration with the office team
• Other duties as assigned

The GA will report to the director of the CSA and will receive weekly one-on-one supervision. The GA must be flexible for night and weekend responsibilities and for busy periods in which more than 18 hours per week will be required.

**Qualifications (Education/Experience):**

• Demonstrated leadership ability and a desire to work with college students
• Commitment to community partners as co-educators of our students
• Skills applicable to program planning, implementation, and evaluation
• Organizational skills and multitasking capability
• Excellent interpersonal communication skills
• Excellent writing and critical thinking skills
• Attention to detail and the ability to work independently
• Proficiency with word processing and data management programs
• An appreciation of Jesuit education traditions
• A commitment to social justice education
• Previous experience in community service programming a plus but not required
• Professional commitment essential