Graduate Assistant, Women’s Initiatives & Community Outreach

**Hiring Department:** Department of Student Diversity and Multicultural Affairs  
**Supervisor:** Program Coordinator of WOC Initiatives & Community Outreach  
**Position Time:** Part-Time (20–30 hours), 9-Month (August-May)  
**Compensation:** $11,000 (2015-2016), 9-month; $15,000 (2016-2017)  
18 hour credit hour tuition benefit per year

**Summary of Department:**  
The Graduate Assistant (GA) is an integral member of the Department of Student Diversity and Multicultural Affairs (SDMA). The GA responsibilities include assisting SDMA advance the recognition and appreciation of our diverse community, promote multicultural education across campus, strive to ensure the retention and success of underrepresented students, and foster a supportive, inclusive environment for all students, faculty and staff.

**Goals and Objectives of the Position:**  
The goal of this position is to provide a professional and personal development opportunity that prepares the GA for the experience of a professional staff member while supporting SDMA and Loyola University Chicago (LUC).

The GA will work toward the following objectives toward meeting this goal, which are to be able to:

- understand and articulate the mission and vision of both LUC and SDMA
- understand and articulate ways to frame and facilitate student development through a lens of social justice
- understand and articulate the expectations, demands, and responsibilities of a professional position within the Division of Student Development

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

Oversee the Loyola University Chicago Empowering Sisterhood program or the Empowerment Pipeline Overnight Program. Both programs include recruiting, selecting, training, supervising, and mentoring the student facilitators, facilitating team meetings, attending programmatic sessions and events, and working collaboratively with students to develop curriculum and themes for their sessions and events. In addition to overseeing one of these programs this position will also oversee the Social Justice Dinner Dialogue Series.

**Loyola University Chicago Empowering Sisterhood (LUCES)**  
Assist with LUCES program by supervising LUCES Scholars, conducting weekly staff meeting, plan several large scale events while finding new and creative ways to incorporate LUCES traditions. This position will
also manage marketing, and facilitate the Annual WOC Retreat, Desserts in December, annual Leadership Summit, and End of the Year Gala

**Empowerment Pipeline**
Assist the Empowerment Pipeline Program by working with the Program Coordinator to develop the program curriculum, train the program’s student advocates, review meeting agendas, co-facilitate weekly meetings with the Program Coordinator, and attend all outreach sessions. Other duties include spending time with the high school mentees, facilitating ice breakers during the in-school and on campus sessions, and working with the program’s student advocates to create on-campus activities and workshops for the high-school students ranging from campus tours, identity development workshops, admissions information sessions, etc.

**Social Justice Dinner Dialogue Series (SJDDs)**
Oversee the development, planning, & facilitation of the Social Justice Dinner Dialogue Series by creating the program calendar, establishing the themes for each SJDD session, contacting and booking presenters, hosting presenters, managing logistics for each session including space, submitting AV requests, selecting and ordering food for the session, and marketing the sessions to the campus community.

**Other responsibilities include:**
- Support the Department in planning and facilitation of special events such as Welcome Week events, Multicultural Graduation, Martin Luther King Jr. Celebration, and others.
- Assist with the creation and facilitation of diversity workshops and trainings;

**Qualifications (Education/Experience):**
- Continuous enrollment in the Higher Education graduate program at LUC
- Experience working with a population of diverse students (high school and/or college students)
- Commitment to diversity, social justice, and multiculturalism
- Experience and skills to facilitate workshops, presentations, and trainings as they relate to diversity, social justice, and/or leadership development
- Experience and skills in program planning
- Able to contribute to a collaborative, team-oriented work environment
- Able to articulate pieces of Jesuit education

_The Department of Student Diversity and Multicultural Affairs 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_