



Campus Ministry

Job title – First Year Chaplain Graduate Assistant. This is a 10-month, minimum 25 hours per week position for a graduate student pursuing a graduate degree at Loyola University Chicago.

Summary – The First Year Chaplain Graduate Assistant commits the full 25 hours a week of the first year of the assistantship to First Year Ministry. The GA provides pastoral care and ministerial outreach to first-year students within their area. The GA must take initiative in reaching out to first year students and creating relationships. The GA, in collaboration with Residence Life, the Wellness Center and other campus partners, seeks to build community through developmentally appropriate faith formation programming, leadership development and pastoral care. The GA is officed in the CFSU Ministry office (Rambler Room).

Application: Please submit a letter of interest, a resume and the names, addresses and phone numbers of three professional references as well as the application form by **February 15**. The letter should include your reasons for seeking this graduate assistantship, your educational background, any experience you may have had in pastoral/campus ministry and/or residence life, qualities that you bring to this assistantship, your faith tradition, your current spiritual practice and how social justice informs your ministry practice.

First Year Ministry Outreach is implemented through a Ministry team that consists of distinct roles:

- **Chaplain, First Year** (1)
- **Graduate Interns** (1)
- **Loyola Companions** (39)

*The First Year Team works together with one, unified mission. Many programs and meetings, however, are organized by areas. Within the team, therefore, are two working Peer Minister/Loyola Companion groups: the **Northside** and the **Southside**.*

Position Responsibilities

1. Under the supervision of the First Year Chaplain, assist in the management and provision of developmentally appropriate programs and outreach for first year students.

A. Provide leadership development and individual follow up of Companions team members. Supervise the Loyola Companion teams by working closely with the Team Coordinators, running weekly evening meetings and supervising all programs and efforts of the two First Year Loyola Companions Teams.

B. Collaborate specifically with Loyola Companions to provide hospitality, coordinate in-hall liturgies, and community service in each area. Attend and supervise Companions related programming.

C. Under the supervision of the Chaplain, participate in weekly RA staff meetings. Develop relationships with Res Life staff, RAs, GAs and RDs to provide appropriate programs of welcoming, prayer, outreach and education within the Residence Halls.

D. In collaboration with the Team Coordinators track and manage team budgets.

E. Serve as a staff leader where appropriate on such programs as Chicago Urban Immersion, the Explore Retreats, and community service opportunities. Direct Loyola Companions in leading these programs. [Workload is shared with the Chaplain, who provides appropriate supervision and mentoring.]

2. Maintain a strong pastoral visibility in the first-year residence halls including:

A. Build healthy community among residents by engaging in residence hall programs, maintaining regular office hours (To be coordinated with the First Year Chaplain), and presence in dining halls

B. Provide pastoral support for students in need by responding to referrals from Residence Life and other departments, and provide referrals to the Wellness Center and other appropriate departments.

C. Create a sense of hospitality in CFSU Ministry office and residence halls by supporting efforts of Resident Assistants and Companions. Every effort should be made to create a welcoming and hospitable office environment.

D. Respond to referrals for pastoral care and crisis support from the Chaplains, when appropriate.

3. This position reports to the First Year Chaplain and receives ministerial supervision from the Director.

A. Attend weekly Ministry staff meetings.

B. Be prepared to answer questions about the university in general and Ministry in particular.

C. Display professional dress and maintain appropriate ministerial boundaries with students, faculty and staff.

Qualifications

- a. The GA must be committed to the Jesuit mission in Higher Education and demonstrate an active and reflective faith life in the Christian tradition.
- b. Education – Bachelor’s degree; currently pursuing a graduate degree at Loyola University Chicago, in Pastoral Studies, Counseling, Divinity, Education, Social Work, or other appropriate field.
- c. Language ability – Ability to execute professional oral and written communication.
- d. Computation ability – basic addition and subtraction for budget tracking
- e. Reasoning ability – able to assess crisis situations and respond appropriately.
- f. Computer skills - Proficiency in Microsoft Office and internet software
- g. Supervisory responsibilities – supervises student leaders and student workers.
- h. Demonstrate cultural competence and sensitivity to students, faculty and staff in accordance with the Division’s Diversity statement.

Working Conditions & Physical Effort:

Work is normally performed in an interior/office work environment.

Some projects/activities will occur during evenings and weekends.

No or very limited physical effort is required with limited exposure to physical risk.

Must have good driving record and become Loyola University Chicago certified to drive university vehicles.