



**Hiring Department:** Ministry

**Position Title:** Junior/Senior Chaplain Intern and Interfaith Graduate Assistant

**Position Time:** Part-Time (25 hours), 10-Month (August-May)

### **Fall 2011**

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 Junior/Senior Chaplain Intern and Interfaith Graduate Assistant supports the junior and senior year ministry initiatives of the Ministry Department. The outreach to junior and senior students is primarily focused to those upper-class students living on or near the Lakeshore Campus. The Graduate Assistant, in collaboration with Residence Life, Off Campus Student Life and other campus partners, seeks to build community and deepen students' faith through developmentally appropriate faith formation programming and pastoral care. The Graduate assistant assists the Junior/Senior Chaplain in developing and implementing interfaith initiatives. The chaplain intern is officed in the Centennial Forum Student Union.

**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.

### **Position Responsibilities:**

Under the supervision of the Junior/Senior Chaplain, assist in the management and provision of developmentally appropriate programs and outreach for upper-class students. Essential duties and responsibilities include the following. Other duties may be assigned.

A. Maintain a strong pastoral visibility in the Upper-class residence halls including building healthy community among residents by engaging in residence hall programs and maintaining regular office hours.

B. Provide leadership development and individual follow up of Upper-class Residence Hall Companions. Supervise Companions' Team Coordinator and plan and execute weekly team meetings. Attend and supervise Companions related programming.

C. Under the supervision of the Chaplain, participate in weekly Residence Assistant staff meetings.

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

E. Create a sense of hospitality by supporting efforts of Resident Assistants and Companions.

F. Assist the Office of Off Campus Student Life through developing faith formation opportunities and providing pastoral care for students who live near campus.

G. Assist the Junior/Senior Chaplain in developing and implementing interfaith initiatives on campus.

H. Demonstrate cultural competence and sensitivity to students, faculty and staff in accordance with the Division's Diversity statement.

This position reports to the Junior/Senior Chaplain and receives ministerial supervision from the Director of Ministry.

**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.

**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