



# Learning Communities

**Hiring Department:** Learning Communities, Division of Student Development

**Position Title:** Graduate Assistant for Learning Communities

**Position Time:** Part-Time (20 hours), 10-Month (August-May)

**Compensation:** \$7200-7700, 10-month, plus tuition benefits

The Graduate Assistant for Learning Communities is a 10-month professional appointment in the Division of Student Development at Loyola University Chicago. The Graduate Assistant assists the Program Director of Learning Communities by developing co-curricular programming for the full Learning Communities program and by developing and implementing a comprehensive marketing and communication plan to encourage students to apply to participate in learning communities. The Graduate Assistant is part of a dynamic, collaborative team dedicated to growth and development of the Learning Communities program and providing the best possible experience for our students. The Learning Communities program is committed to achieving significant growth in the next five years and the Graduate Assistant will play an active role in that growth through both marketing and program development. The desire of the Learning Communities program is to help you to grow in your own professional abilities and to connect you through your work with various campus partners, different higher education experiences, and to help chart your path within higher education.

## Duties and Responsibilities

Reporting to the Program Director for Learning Communities, the Graduate Assistant has the following responsibilities:

- Actively collaborates with the Learning Communities Team (Program Director, Faculty Director, Resident Director, faculty, and staff) to provide direction and vision to the Learning Communities.
- Directly supervises the Learning Community Mentors, undergraduate student leaders who facilitate community and develop co-curricular programs for each Learning Community
- Develops and implements a marketing plan that includes printed materials, participation in Admissions recruitment events, web content, and phone calls with the goal of increasing interest in the Learning Community program.
- Under the guidance of the Program Director, plans and implements two to three Learning Community wide co-curricular programs per semester, including one service oriented and one vocational discernment oriented program
- Updates and maintains the Learning Communities website as part of the marketing plan.
- Provides advice to the Learning Communities' team efforts to implement a coherent and comprehensive learning community program that best meets the needs of our students.
- Meets weekly with the leadership team for Learning Communities.
- Analyzes and evaluates applicable programs for effectiveness; recommends and, in consultation with the Program Director, designs and implements changes to improve and enhance the quality of the Learning Communities program.
- Other duties as assigned.

## **Qualifications**

- 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.
- Working knowledge of and passion for learning communities
- Proficiency with assessment/evaluation tools, word processing, database management.
- An appreciation for Jesuit, Catholic education and tradition.
- Skills in program planning and implementation, as well as public presentation.
- Previous experience working with Learning Communities, Residence Life, and/or Student Affairs, a plus.
- Professional commitment essential.