Hiring Department: Office of Student Activities & Greek Affairs, Division for Student Development

Position Title: Graduate Intern for Commuter Student Life and Emerging Leaders Program

Position Time: Part-Time (15 hours)

Compensation: $16 an hour

A graduate internship in the Office of Student Activities & Greek Affairs at Loyola University Chicago is an excellent opportunity for Graduate Students who want to gain experience in Student Affairs. This position, which is made up of various responsibilities, offers the Graduate intern firsthand knowledge of what it takes to make student life at a Jesuit University run smoothly, efficiently, and above all appealing to the student body. This position will have a strong emphasis on Commuter Student Life and the Emerging Leaders Program

Duties and Responsibilities of this position include, but are not limited to:

Commuter Student Life Duties and Responsibilities:

- Advise four (4) Commuter Ambassadors in the coordination of signature community-building programs. These programs include: Joe N’ Go, Commuter Connects, Commuter Crafternoons, Commuter Pop-ups, and Informational Tabling.
- Lead portions of weekly Commuter Ambassador Team meetings.
- Manage Commuter Resource Room Access List Requests (LUCentral)
- Maintain supply and purchase requests (related to programs and resources) and submit to Commuter Student Life coordinator
- Assist with planning, developing, and executing larger scale events, such as Commuter Bash and Recognition Awards
- Other duties as assigned.

Emerging Leaders Program:

- Advise 10 Emerging Leaders and 30 participants in the Emerging Leaders Program
- Assist with the Emerging Leaders curriculum and execution of lesson plans each week
- Lead portions of the weekly facilitator meetings
- Guide facilitators through each Emerging Leaders participant course
- Assist with planning, developing, and executing assessment of the program
- Other duties as assigned
Qualifications for this position, but are not limited to:

- Demonstrated leadership ability and a desire to work with college students.
- Must be detail oriented.
- Proficiency with word processing, Microsoft Excel, and other database computer programs.
- An appreciation of Jesuit education traditions.
- Skills in program planning, implementation, and evaluation.
- Previous experience in Student Affairs, activities, and Sorority & Fraternity Life a plus.
- Ability to work night and weekend hours as needed.

For inquiries, please email your resumé and cover letter to MacKenzie Rotherham, Assistant Director, at mrotherham@luc.edu

The Office of Student Activities and Greek 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 are valued in this office as well as throughout this university.