Graduate Intern, Leadership Development and Advocacy

**Hiring Department:** Department of Student Diversity and Multicultural Affairs  
**Supervisor:** TBD  
**Position Time:** 15 hours, 9-Month (August-May)  
**Compensation:** Hourly pay

**Summary of Department:**  
The Graduate Intern (GI) is an integral member of the Department of Student Diversity and Multicultural Affairs (SDMA). The GI 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:**  
This is a part-time (15 hours/week) position for GI candidates interested in working with historically underrepresented student populations including students of color, first-generation college students, and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual (LGBTQIA) to support their leadership development, retention at Loyola, and overall success. The Graduate Intern would be responsible for assisting with facilitating curriculum focused on leadership and self-efficacy of students oriented toward an anti-deficit framework. This Intern will engage with department student leaders, mentees enrolled in identity-based mentorship programs, and student leaders of registered student organizations at Loyola. The goal of this position is to provide a professional and personal development opportunity that prepares the GI for the experience of a professional staff member while supporting SDMA and Loyola University Chicago (LUC).

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

**Overview of Duties and Responsibilities:**

The Graduate Intern will oversee the development of leadership curriculum that can be used to train and provide professional development to SDMA Leaders (a cohort of 34 undergraduate department leaders), students enrolled in SDMA mentorship programs, and students leading various cultural-based student organizations at Loyola. This role consists of facilitating leadership-oriented workshops and activities, attending programmatic sessions and events sponsored by SDMA throughout the academic year, and working collaboratively with students to implement curriculum that empowers them to grow their leadership skills and advocate for social change.

*All of our mentorship programs are inclusive of cisgender, transgender & gender non-conforming students.*
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Specific training opportunities with student leaders include:

- SDMA Leaders Fall In-Service in October 2019
- SDMA Leaders Winter Recharge in January 2020
- Students Together Are Reaching Success (STARS) Program retreat in February 2020
- Social Justice Symposium open to general campus community in March 2020

Qualifications (Education/Experience):

- Bachelor’s degree and at least 1-2 years of experience with student advising, program coordination, and event planning. **(2 years of undergraduate campus involvement can substitute for 1 year of experience)**
- Experience and skills to facilitate workshops, presentations, and trainings as they relate to diversity, social justice, and/or leadership development
- Demonstrated commitment to diversity, social justice, and multiculturalism
- Familiarity student retention, college success, peer mentorship, and/or leadership development programs
- Excellent interpersonal, organizational, and communication skills
- Ability to speak confidently and persuasively to diverse audiences of all sizes
- Ability to develop and cultivate relationships with individuals and groups
- Ability to manage multiple projects and meet deadlines
- Excellent critical thinking, problem-solving, and creativity skills
- Ability to work independently and in team settings
- Proficient in applications of the Microsoft Office suite (e.g., Word, Excel, Outlook, PowerPoint)

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 are welcomed.

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