**Summer Graduate Intern for Water Tower Campus Life Position Description**

**Hiring Department:** Water Tower Campus Life,  
Division of Student Development

**Position Title:** Summer Graduate Intern for Water Tower Campus Life

**Position Time:** Part-Time (15-18 Hours per Week, May/June – August)

**Compensation:** $16 per hour at 15 – 18 hours per week

Water Tower Campus Life is looking to hire a part-time, graduate intern for Summer 2019 (May – August). This graduate intern will report to the Program Director for Water Tower Campus Life. The primary responsibilities for the position will be to assist, create, and manage Graduate, Professional, & Adult Life programming and Water Tower Campus Special Events. If interested in continuing this internship into the academic year, please indicate that within your cover letter.

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

- Coordinate and facilitate the Sponsored Graduate Student Organization Registration Process
- Help coordinate programs and events for graduate, professional, and adult students (including: Boat Cruise, Broadway/Sports Game ticket sales, and Professional Development Series).
- Assist with the planning of Water Tower Campus Life Special Events (including: WTCL Welcome Week Block Party and President’s Ball)
- Assist with the of GA Online Orientation
- Create and construct program assessment
- Meet weekly with the Program Director for Water Tower Campus Life
- All other duties as assigned

**Qualifications for this position, but are not limited to:**

- Demonstrated leadership ability and a desire to work with graduate, professional, and adult students in a team environment.
- Must be enrolled in a graduate program, preferably in a higher education/college student personnel program.
- Must be punctual and exercise effective time management skills
- An appreciation of Jesuit education traditions here at Loyola University Chicago
- Interest in program planning, implementation, and evaluation
- Previous experience in co-curricular activities is a plus but not required

To learn more about Water Tower Campus Life: www.luc.edu/gpasl/

For inquiries, please email your resumé and cover letter to the Program Director for Water Tower Campus Life, Astrid Beltran, at abeltran1@luc.edu

*Water Tower Campus Life 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.*