Graduate Intern, Registered Student Organizations (RSO’s) and Leadership Development

**Hiring Department:** Student Activities & Greek Affairs (SAGA)

**Supervisor:** Coordinator, Student Organizations and Involvement

**Position Time:** 20 hours, 9-Month (August to May)

**Compensation:** $15/hour

**Application Information:** Email resume and cover letter to Chelsea Pratts, cpratts@luc.edu. The email subject line should indicate the title of the Graduate Intern position.

**Summary:**
A graduate internship in Student Activities & Greek Affairs (SAGA) at Loyola University Chicago is an excellent opportunity for Graduate Students who want to gain experience in Student Affairs at a private, mid-sized, Jesuit institution. Reporting to the Coordinator for Student Organizations and Involvement, the Graduate Intern will co-manage the Emerging Leaders Program and assist with departmental initiatives that increase student engagement and leadership development within registered student organizations. This position will be required to work some nights and weekends.

**Learning Outcomes for the Position:**
The Graduate Intern for RSO's and Leadership Development will be able to:
- Apply Jesuit mission and values to practical advising experience with student leaders, student organizations, and advisors;
- Identify and utilize appropriate student development theories while executing programs and advising;
- Use assessment to re-define goals and programming in order to meet the needs of students and strategic goals;
- Interpret and accurately apply University policy and procedures; and
- Conduct oneself with a high degree of professionalism, poise, confidence, and exercise sound judgement.

**GI Responsibilities include:**
- Co-advising the Emerging Leaders Program;
- Develop interactive online resources for student organizations and advisors;
- Assist with planning and executing the Student Organization Awards;
- Other duties as assigned.
Student Activities & Greek Affairs (SAGA)
Loyola University Chicago
Damen Student Center, 127
6511 N. Sheridan Rd. | Chicago, Illinois 60626
p (773) 508-8850
Activities@luc.edu
Luc.edu/saga/

Qualifications:

- Enrollment in a graduate level degree program with preference for a program at Loyola University Chicago;
- A desire to work with college students through advising, programming, assessment, and advocacy;
- Must be detail oriented;
- Proficiency with Word, Microsoft Excel, and other software like Engage;
- An appreciation of Jesuit education traditions;
- Skills in program planning, implementation, and evaluation;
- Experience with registered student organizations and leadership development a plus; and
- Ability to work night and weekend hours as needed.

Student Activities & Greek Affairs encourages candidates to apply who identify with diverse backgrounds in regards to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are welcomed.