Graduate Intern, Welcome Week

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

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

**Position Time:** 20 hours, (June 2020 - September 2020)

**Compensation:** $15/hour

**Application Information:** Email resume and cover letter to Shereen Bourne, sbourne1@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 Engagement, the Graduate Intern will assist with Welcome Week planning and execution, as well as representing SAGA at all of the university’s summer orientation sessions. This position will be required to work some nights and weekends.

The Graduate Intern for this position is required to be present during Welcome Week (August 17, 2020 - August 28, 2020).

**Learning Outcomes for the Position:**
The Graduate Intern for Welcome Week 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 team of 30+ student leaders;
- Develop, manage, assess, and market Welcome Week programs;
- Represent SAGA at summer orientation fairs;
- Support Welcome Week website and mobile application;
- Other duties as assigned.
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, advocacy, and Jesuit education;
- Must be detail oriented;
- Proficiency with Word, Microsoft Excel, and other software like Engage and Guidebook; and
- Skills in program planning, implementation, and evaluation.

_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._