Graduate Intern, Sorority and Fraternity Life (SFL)

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

**Supervisor:** Assistant Director, Sorority and Fraternity Life

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

**Compensation:** $15/hour

**Application Information:** Email resume and cover letter to Chris McQueen, cmcqueen@luc.edu. The email subject line should indicate the title of the Graduate Intern position. Priority deadline to apply is February 23rd.

**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 Assistant Director of Sorority and Fraternity Life (SFL), the Graduate Intern will co-advice SFL councils and assist with departmental initiatives that increase student engagement and leadership development within the sorority and fraternity community. This position will be required to work some nights and weekends.

**Learning Outcomes for the Position:**
The Graduate Intern for Sorority and Fraternity Life 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-advice councils and assist with program management;
- Develop, manage, assess and promote SFL programs;
- Assist with departmental programs;
- 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;
- Skills in program planning, implementation, and evaluation;
- Experience in Sorority & Fraternity Life a plus; and
- Ability to work night and weekend hours as needed.

Timeline:

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<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
<th>Notes</th>
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<tbody>
<tr>
<td>January 31st</td>
<td>Applications Open</td>
<td>Instructions for application submission are located at the top of this position description</td>
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<tr>
<td>February 23rd</td>
<td>Priority Deadline to Apply</td>
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<tr>
<td>Week of February 24th</td>
<td>Phone/Zoom Interviews Offers Extended</td>
<td>Applicants will be contacted by hiring department via email</td>
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<td>February 26th to March 6th</td>
<td>Phone/Zoom Interviews Occur</td>
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<tr>
<td>Week of March 16th</td>
<td>Offer Final Round Interviews</td>
<td>Applicants will be contacted by hiring department via email</td>
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<tr>
<td>March 19th and 20th</td>
<td>Final Round Interviews Occur</td>
<td>Final round interviews will occur on-campus, with an option for out-of-town candidates to participate virtually.</td>
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<tr>
<td>March 30th</td>
<td>Offer Positions</td>
<td>Applicants will be contacted by hiring department via email</td>
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<td>April 15th</td>
<td>Acceptance Deadline</td>
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*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.*