Graduate Intern, Womxn* of Color (WOC) Mentorship Program

**Hiring Department:** Department of Student Diversity & Multicultural Affairs (SDMA)

**Supervisor:** Coordinator of WOC Initiatives & Community Outreach

**Position Time:** 15 hours, 9-Month (August-May)

**Compensation:** $15/hour

**Application Information:** Email resume and cover letter to James Thomas, jthomas39@luc.edu. The email subject line should indicate the title of the Graduate Intern position. Priority deadline to apply is February 23rd.

**Summary:**
The Graduate Intern (GI) is an integral member of the Department of Student Diversity & 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 faculty and staff womxn* of color to support student retention and success. The GI is responsible for assisting with the Loyola University Chicago Empowering Sisterhood (LUCES), a peer mentorship program for first year and transfer Womxn* of Color. This position will assist with facilitating orientation for all volunteer mentors, attend social & cultural events, deliver workshops on identity-conscious leadership, and be part of experiences to enhance their own leadership skills. 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 and LUCES program
- 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 GI will oversee the Loyola University Chicago Empowering Sisterhood (LUCES) program which includes co-supervision of undergraduate student leaders, assistance with annual Womxn* of Color retreat, and the development of a journal comprising written and artistic submissions from Loyola womxn* of color community. This role consists of recruiting, selecting, training, supervising, and advising student, staff, and faculty mentors to be matched for year-round programming. Additionally, this Graduate Intern will facilitate team meetings, attend programmatic sessions and events, and work collaboratively with students to create curriculum and themes for their sessions and events.

**Womxn* of Color Initiatives:** *Loyola University Chicago Empowering Sisterhood (LUCES)*
LUCES is an inter-generational community that serves undergraduate and graduate students, staff, faculty, and alumni of Loyola University Chicago to support one another’s experience as a Womxn* of Color (WOC) at a historically White...
All of our mentorship programs are inclusive of cisgender, transgender & gender non-conforming students.

LUCES provides a space for Womxn* and People of Color to cultivate solidarity, scholarship, and leadership by focusing on vulnerability, sense of belonging, and life-long relationships.

The Graduate Intern for LUCES is expected to assist with LUCES programming by co-supervising LUCES Scholars, conducting weekly staff meetings, and planning several large-scale events. This position will also oversee the LUCES Mentorship Program and Kaleidoscope (the WOC Journal).

Other Responsibilities Include:
- Support the Department in planning and facilitation of special events such as Welcome Week events (August), Multicultural Graduation, Martin Luther King Jr. Celebration, and others.
- Assist with the creation and facilitation of diversity workshops and trainings aimed at student leaders

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)

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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<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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The Department of Student Diversity & 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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