Program Assistant

Job Description

“The water that I will give you will become in you a spring of water welling up to eternal life.” John 4:14

Position Description

Program Assistants form the student support team for the THEA Summer Institute. Program Assistants have overarching responsibilities to meet the logistical needs of the Institute; they are the “behind the scenes” staff modeling servant leadership. Program Assistants prepare the setup and clean-up of rooms including AV, organize supplies for activities, lead morning and evening prayer, facilitate community-building activities throughout the week, and assist the THEA Coordinator as needed. They are responsible for the safety and well-being of the participants.

Program Assistants live on campus in the residence halls but do not have nighttime duty responsibilities.

Responsibilities

- Attend training prior to program June 21–23, 2023
- Live on campus June 25 – July 1, 2023
- Lead morning and evening prayer
- Set up and clean up all spaces and activities, including AV and supplies
- Organize ice breakers, energizers, and team-building activities
- Escort participants around campus
- Serve as an informal Loyola ambassador, answering questions about Loyola and college life
- Ensure that participants adhere to policies and safety guidelines
- Assist THEA staff with tasks and needs as they emerge during the Institute

Qualifications

- Be an undergraduate, degree-seeking student
- Have an LUC grade point average (cumulative) of at least 3.0 at the time of application
- Strong interpersonal and communication skills
- Ability to work as a member of a team
- Experience and passion for working with high school students
- Articulate an understanding of environmental sustainability, Catholic Social Teaching, and Ignatian Spirituality
- Superior organizational skills and attention to details
- Working knowledge of audio-visual equipment

All Program Assistants must complete and pass a background check because they are overseeing minors.

Compensation & Time Commitment

- Program Assistants will be paid $15.40/hour, plus overtime
- Prior to Institute:
  - Introductory meeting in April: 1 hour. Date TBD
  - Virtus training: 3 hours, on your own schedule
  - Asynchronous Training: 4 hours, on your own schedule
- Training (June 21–23): 18 hours
  - 10am to 4pm on Wednesday, Thursday, and Friday
  - Saturday, June 24 is a rest day

(This section continues on the next page)
Institute (June 25-July 1): approximately 74 hours
  o 10am to 10pm on Sunday
  o 11 hours each day on Monday, Tuesday, Thursday, and Friday
  o 7am to 10pm on Wednesday (field trip to downtown Chicago)
  o 7am to 1:30pm on Saturday

- Program Assistants do not have nighttime duty responsibilities
- Program Assistants are asked not to have any other commitments during the THEA Institute week

About the Theology of Healing Earth in Action Institute

The Theology of Healing Earth in Action (THEA) Institute explores water through scientific, ethical, and spiritual lenses to approach a deeper understanding of the sacredness of water and to inspire future climate leaders.

Each year, the THEA Summer Institute welcomes 35 high school students to our beautiful Lake Shore Campus to dive deep into the significance of water in our lives, our faith, and our world. Students engage in classes, daily guided prayer experiences, and small group conversations where they are encouraged to explore their personal vocation to care for and heal the earth. Learn more about THEA at our website: www.LUC.edu/thea.

Institute Team

The Institute team includes a faculty team to teach classes, college mentors who serve as small group facilitators, program assistants who support the logistical needs of the Institute, and Campus Ministry staff who execute a variety of mission-driven programming throughout the week.

Apply Now

- Upload your resume and cover letter to this job listing on Handshake (search “Program Assistant – THEA Institute”)
- Your resume should include any involvement or leadership roles in Campus Ministry programs
- In your cover letter, be sure to describe your experience with environmental sustainability and how your faith has or has not shaped your perspective
- Applications are due March 1, 2023

To learn more about the THEA Institute, visit our website: www.LUC.edu/thea
If you have any questions, please get in touch: thea@LUC.edu