Job Description
Program Assistant for the THEA Institute

“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 serve on the Student Support Team for the THEA Institute. The Student Support team has 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 SWAG and supplies for activities, lead morning and evening prayer, and assist with community-building activities throughout the week. They are responsible for the safety and well-being of the participants.

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

Responsibilities
- Attend training prior to program
- Live on campus June 23 – 30, 2018
- Lead morning and evening prayer
- Set up and clean-up all of the 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 course of 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
- Musical skills to support prayer is desired.

All Program Assistants must complete and pass a background check because they are overseeing minors.
**About the Theology of Healing Earth in Action Institute**

The Theology of Healing Earth in Action (THEA) Institute explores the sacredness of water in our sacramental and daily lives.

On Loyola’s beautiful Lake Shore Campus, 45 high school students learn about the biblical and scientific story of water and the ethical challenges surround rights to water. Morning and evening prayer are held along the lake or inside Madonna della Strada Chapel. In small group settings, students explore their vocation to care for and heal the earth.

**Community Project**

THEA asks participants to put theology in action by creating a Community Project on some aspect of ethics, environmental science, and theology. Projects range from original compositions of prayers, poetry, and spoken words to advocacy on eliminating bottled water.

**Institute Team**

The Institute team is made up of professors who teach the classes, college mentors who serve as small group facilitators, and campus ministry staff who lead worship experiences.