Experiential Learning Graduate Assistantship

Department: Center for Experiential Learning (Sullivan Center, Lake Shore Campus)

Position: The Center for Experiential Learning (CEL) is seeking an Experiential Learning Outreach and Marketing graduate assistant for fall 2016 – summer 2017 (eligible for second year renewal). Current and incoming (must be enrolled for the fall 2016 semester) graduate students seeking experience in higher education and focusing on experiential learning are encouraged to apply.

The CEL serves as a curriculum development resource under Curriculum in the Office of the Provost. This academic resource center provides students, faculty, staff and community partner organizations with resources for academic experiential learning opportunities. Such opportunities provide students with an enriching academic experience, by deeply engaging them in direct service in the community, by connecting them with faculty in mentoring relationships to engage in research projects, by exploring field-based work through academic internships, and by critically reflecting upon their experiences through creating a digital portfolio. Such experiences extend the learning outside the walls of the classroom and shape the academic, civic, personal, social, ethical, and career development of students. Visit www.luc.edu/experiential for more information.

The CEL coordinates four (4) distinct experiential learning programs:

1. Academic Internship Opportunities (www.luc.edu/academicinternships)
2. Service-Learning Courses (www.luc.edu/service-learning)
3. Loyola Undergraduate Research Opportunities Program (LUROP) (LUROP info at www.luc.edu/lurop)
4. Learning Portfolios Program (ePortfolio) (www.luc.edu/eportfolio)

The CEL also supports the Engaged Learning University Requirement, which is a 3-credit course requirement for students to complete courses designated as service-learning, academic internships, undergraduate research, fieldwork, and public performance. For more information, visit: www.luc.edu/engagedlearning.

Requirements: Bachelor’s degree; Master’s Degree preferred; enrollment as a graduate student through the Graduate School at Loyola University Chicago.**

**Preference in selection will be given to students enrolled in Loyola Graduate School academic programs or doctoral study, since this assistantship is partially funded by the Graduate School.

**Preference in selection will be given to graduate students who will be enrolled at Loyola for at least the next two consecutive years, preferably the next four through doctoral study.
Responsibilities

The Experiential Learning Outreach and Marketing Graduate Assistant will work 20 hours per week on the following duties:

1. Serving as a resource to collect and share stories of students who participated in CEL programs/Engaged Learning through the student success profiles e-newsletter and other mechanisms.
2. Serving as a monitor of social media for the CEL (Facebook, twitter, etc.)
3. Serving as the project monitor for the CEL website
4. Serving as a resource to collect experiential learning opportunities to feature bi-weekly through e-newsletter and website
5. Outreach to marginalized populations (e.g., first generation, etc.) to ensure equitable access to experiential learning opportunities
6. Serve as a resource for all of the CEL programs. Sample responsibilities may include:
   a. Responding to student inquiries regarding CEL programs.
   b. Co-presenting at service-learning or internship classes.
   c. Co-facilitating workshops on academic internship or research opportunities.
   d. Coordinating outreach and marketing efforts on campus and in the community to increase visibility and accessibility of experiential learning opportunities.
   e. Collaborating with key partners across campus, including but not limited to, the Career Development Center, Campus Ministry, International Programs, Student Leadership, Student Activities, etc.
   f. Completing clerical and administrative duties as needed.
7. Special projects as assigned.

Compensation: This graduate assistantship offers a compensation package of tuition remission for a full time graduate student [21 credits for fall 2016 (9 credits), spring 2017 (9 credits), and summer 2017 (3 credits)] and a stipend of $1200 per month for 20 hours work/week (August 2016 – July 2017, renewable for 2017-2018 pending performance appraisal).

To apply, send resume and cover letter explaining your interest in working in the Center for Experiential Learning to Dr. Patrick M. Green, Director of Experiential Learning, at experiential@luc.edu.