Chicago Center Graduate Assistant

**Job Description:**

The graduate assistant (GA) for the Chicago Center will be responsible for assisting the functioning of the Chicago Center study abroad program for approximately 20 hours per week. This is a year-long position that begins on July 1, 2015 and continues through the academic year until June 30, 2016. Those functional areas of the GA position include program assistant and a teaching assistant.

**Program Assistant Duties (approx. 16 hrs/week):**

- Plan and co-lead student academic excursion trips to other major U.S. cities with the Chicago Center Director. In the past, these 5-day trips have taken place in Washington D.C., Los Angeles, New York City and New Orleans (this includes paid over-night travel);
- Continue to build the evolving Chicago Center Program website (http://www.luc.edu/oip/chicagocenter/) as well as maintain current social media sites such as Facebook and Instagram, while seeking new PR avenues;
- Assist with admissions and recruitment cycles for Chicago Center students;
- Supporting students through their transition to U.S. culture, the city of Chicago and U.S. higher education through general availability to answer questions. The GA is expected to promote participation in activities both on-campus and cultural events in the International House;
- Other tasks as assigned

**Teaching Assistant Duties (approx. 4 hrs/week):**

- Assist the professor of “UNIV 110: Exploring the United States Through Chicago” with classroom duties such as grading papers, development of in-class assignments and lectures, classroom management and communicating with students via email;
- Assist with planning and co-leading extracurricular activities which include: trips to museums and cultural landmarks around Chicago. These trips typically take place on Saturdays.

**Qualifications:**

The applicant must be a full-time graduate student at Loyola University Chicago. The applicant should have a strong interest in working with international students and a commitment to the continued success and growth of this study abroad program. International experience is highly recommended. Second year students or students with a strong knowledge of the Loyola community also highly recommended.

**Compensation:**

Compensation will include full-time graduate tuition (18 credits) as well as a stipend of $12,000 for the year.