Graduate Assistant for Student Programming and Education

Hiring Department: Office of Student Activities & Greek Affairs, Division of Student Development
Supervisor: Assistant Director, Student Activities & Greek Affairs
Position Title: Graduate Assistant for Student Programming and Education
Position Time: Part-Time (18 hours – some late night and weekend hours), 9-Month (August-May)
Compensation: $15,000, 9-month, plus tuition benefits

Summary of Department:
Student Activities & Greek Affairs (SAGA) offers opportunities for students to connect, learn, and engage beyond the classroom. Through shared experiences students gain a greater sense of self and community to foster positive social change.

Goals and Objectives of the Position:
This position primarily advises the Department of Programming, which is Loyola University Chicago’s student programming board. DOP membership is comprised of 8 executive board members and roughly 60 general board members. Across the academic year, DOP plans nearly 300 campus events including weekly offerings of film screenings and yoga, regularly occurring programs such as open mics, team trivia, and bingo as well as special events. This position will also co-advising in the planning and execution of Colossus, our annual comedy and concert weekend which yields attendance at 4k/night and co-advising our Colossus Advisory Board.

Secondarily, this position will aide in the planning and presentation of Registered Student Organization Orientation trainings under the direction of our Student Activities & Greek Affairs Coordinator for Development. These trainings serve members from our 250 student organizations including Sorority and Fraternity chapters.

Essential Duties and Responsibilities include the following:
- Serve as co-advisor to the Department of Programming.
- Regularly attend Department of Programming executive board and general board meetings.
- Attend and support Department of Programming events and activities.
- Manage budget with committee chairs and executive board.
- Facilitate monthly team-building and leadership development activities.
- Plan, implement, and facilitate semester retreats for Department of Programming executive board.
- Assist in management of financial paperwork and contracts.
- Conduct bi-weekly one-on-one meetings with executive board members and other general board members as needed.
- Develops, coordinates and presents sessions of our Registered Student Organization Orientation.
• Mandatory attendance and assistance at: Welcome Week, Family Weekend, Finals Breakfasts, Weekend of Excellence, Senior Send Off; and attend Student Life and Engagement Area meetings, SAGA staff meetings, and Student Development graduate assistant and staff meetings.
• Meet weekly with the Assistant Director, Student Activities & Greek Affairs
• Other duties as assigned.

**Qualifications (Education/Experience):**
• Demonstrated leadership ability and a desire to work with college students.
• Must be detail oriented.
• Proficiency with word processing, Microsoft Excel, and other database computer programs.
• An appreciation of Jesuit education traditions.
• Skills in program planning, implementation, and evaluation.
• Previous experience in Student Affairs and/or Student Activities/Organizations a plus but not required.
• Must be enrolled in the Loyola University Chicago Master’s of Higher Education program as a full-time student.
• Preference in selection will be given to graduate students who will be enrolled at Loyola for at least the next two consecutive years.

*The Office of Student Activities and Greek 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 valued in this office as well as throughout this university.*