



Graduate Assistant Position Student Work-Study & Database Coordination

Department	Center for Community Service and Justice
Position	Student Work-Study & Database Coordination Graduate Assistant
Hours & Wages	<p>Schedule: One (1) or two (2) academic years (not including summer). Recipient will work approximately 15 hours per week each semester, or approximately 240 hours per semester. May include some evening and weekend hours.</p> <p>Remuneration: \$3840 per semester, following a 50 percent stipend and 50 percent scholarship model (\$1920 will automatically go towards tuition, \$1920 will be provided as a stipend).</p> <p>**This amount is based on 120 hours/semester (15 hours per week for 16 weeks at \$16/hour). It may be prorated depending on when position is filled and how many hours of work will actually be completed during the semester.</p> <p>It is a 9 month position (September to May, including some miscellaneous dates in August and December)</p>
Qualifications	<ul style="list-style-type: none"> • Must be enrolled as a graduate student at Loyola University Maryland • Current, ongoing, community service, and/or social justice education • Demonstrate excellent oral and written communication skills • Excellent organizational skills. Must be detail oriented • Familiar with Microsoft Excel • Experience with data analysis preferred • Ability to collaborate effectively with faculty, students, and community representatives • Familiar with hiring and supervising students
Scope & Responsibilities	<p>This position will assist with planning and administration of CCSJ work-study service positions, in addition to student interns' recruitment and selection process.</p> <p>This graduate position will involve in detailed administrative record-keeping and paperwork, community service data collection and input.</p>



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	<p>This position will report directly to the Assistant Director, Student Supervision</p> <p>Position Duties:</p> <ol style="list-style-type: none">1. Organize and track the community federal work-study positions, including application process, interviews, employment paperwork and the performance evaluation process.2. Supervise federal work-study students that directly hired by the community partner sites that have not service coordinators.3. Coordinate the Memo of Understanding (MOU) with Community Service Partners4. Provide CCSJ Service Coordinators support in the supervision of the community federal work-study students and administer the performance evaluation process of the work-study students.5. Assist with the CCSJ Student Intern Selection process, including tracking applicant data, organizing applicant files and interview schedules, and communicating relevant information with CCSJ staff and CCSJ Student Intern applicants.6. Assist with the administration of volunteer survey at the end of each semester, data collection and analysis of the data pertaining to the weekly and one-time service programs7. May be asked to assist with training our CCSJ Interns
Application and Contact Information	<p>Application Process:</p> <p>Submit cover letter and resume to Gerald Ford, Associate Director for Administration, gtford@loyola.edu</p> <p>For more information, please visit: http://www.loyola.edu/ccsj or please contact Gerald Ford at 410-617-2638</p>