



Graduate Assistant Position Programs & Special Projects

Department	Center for Community Service and Justice
Position	Programs & Special Projects 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: \$3600 per semester, following a 50 percent stipend and 50 percent scholarship model (\$1800 will automatically go towards tuition, \$1800 will be provided as a stipend).</p> <p>**This amount is based on 240 hours/semester (15 hours per week for 16 weeks at \$15/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 • Experience with direct service and/or social justice education work. • Demonstrated verbal and written communication skills. • Excellent organizational and leadership skills. • Ability and willingness to work with community partners, students, faculty, campus partners, and alumni. • Experience facilitating reflection or discussion groups.
Scope & Responsibilities	<p>The position will coordinate the ‘Last Sunday of the Month Meal Program’ run through our partnership with St. Vincent de Paul at their Beans & Bread Day Resource Center. The position will work with our volunteer cooks, order supplies, coordinate volunteers, maintain volunteer data, and oversee service on the last calendar Sunday of every month from 8:00am- 2:00pm.</p> <p>This position will support “Community Days” which happen on Saturdays during the Fall & Spring Semester from 8-1pm. The position will reach out to community members and identify projects, order supplies, support logistics, coordinate volunteers, maintain project data,</p>



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	<p>and oversee service on identified Saturdays. May sometimes be the same weekend as “Last Sunday of the Month.</p> <p>In addition to this, there may be miscellaneous support and projects for CCSJ and York Road Initiative as assigned by the Assistant Director, Outreach & Advocacy and Assistant Director for the York Road Initiative</p> <p>This position will report directly to the Assistant Director, Outreach & Advocacy; Assistant Director, York Road Initiative.</p> <p>Position Duties:</p> <ol style="list-style-type: none"> 1. Coordinate & Oversee the Last Sunday of the month meal program. 2. Coordinate & Oversee Community Days 3. Participate in bi-weekly supervisory meetings. 4. Participate in direct, ongoing service, if possible. 5. Support special projects within CCSJ and YRI
<p>Application and Contact Information</p>	<p>Application process:</p> <p>Submit cover letter and resume to Marie Anderson McSweeney, Assistant Director for York Road Initiative at memcsweeney@loyola.edu</p> <p>For more information, please visit: http://www.loyola.edu/departments/ccsj/york-road-initiative http://www.loyola.edu/departments/ccsj/get-involved/advocacy-citizenship or please contact Maria Desangles, Associate Director for Programs, at mddesangles@loyola.edu, 410-617-5352</p>