



Graduate Assistant, Office of Student Engagement Loyola University Maryland

The Office of Student Engagement delivers intentional opportunities to students, calling them to practice reflection and leadership at critical times in their transition and personal development. The Graduate Assistant will support the professional staff in planning, implementing, and executing the engagement programs and resources, including but not limited to orientation, retreats, workshops, training, and social events.

Positions, Hours, and Wages

Student Engagement has three Graduate Assistants that work with the various aspects of the department (class year & discernment programs, leadership programs, and orientation & new student programs). One of the positions is a 10 month contract (compensation of \$13,500 annually) and the other two positions are 12 month contracts (compensation of \$16,500 annually) – all positions are 20 hours/week. Compensation can be divided between tuition remission and a stipend.

Qualifications

- Must be enrolled as a full-time graduate student at Loyola University Maryland, preferably in Counseling, Education, Business, or Emerging Media
- Strong organizational skills and keen attention to detail
- Willingness to work with and mentor undergraduate students
- Experience and comfort with facilitating and presenting to groups, organizing, and/or planning programs/events
- Evidence of self-awareness and commitment to ongoing reflection as a means to support others on similar journeys
- Basic understanding and mastery of helping skills
- Demonstrated initiative and self-accountability
- Creativity and willingness to try new things
- Willingness to work in a team setting

Expectations

- Ability to commit to a schedule of 20 hours per week, with most hours occurring during the 9am-5pm workday
- Available for some night and weekend activities
- Conduct self with professionalism during all interactions with students, staff, and faculty at Loyola University Maryland
- Serve as a positive role model and advocate for students
- Be flexible and adapt in the face of uncertainty and change
- Positive energy and enthusiasm for the role

General Responsibilities

Graduate Assistants will have the opportunity to develop competencies through the various responsibilities associated with their role in Student Engagement. The following list highlights some of the core responsibilities that will be gained through this role:

1. *Advising & Helping:*
 - a. Facilitate group meetings, activities and reflections in addition to one-on-one mentoring with students
 - b. Serve as a referral source and connect students to campus resources and programs for students in transition
 - c. Maintain an appropriate level of confidentiality as it relates to business in the office and/or work with individual students
 - d. Offer mentorship and feedback to students, assisting with goal setting and decision-making processes
2. *Human & Organizational Resources:*
 - a. Collaborate with office staff and campus partners to create programs for student leaders and/or students in transition

- b. Assist in the recruitment and selection process for student leader roles within the department, including facilitating interviews and candidate evaluation
- c. Assist professional office staff with supervision and evaluation of student leader staff, including motivation and conflict resolution
- 3. *Student Learning & Development:*
 - a. Facilitate and coordinate training and workshops for student leaders
 - b. Identify learning outcomes and their application to department programs
- 4. *Assessment, Evaluation & Research:*
 - a. Assist with department assessment efforts to track and monitor program interest, participation and feedback
 - b. Work with office staff to benchmark peer institutions as a way to improve current programming and better meet needs of students

Position-Specific Information

Class Year & Discernment Programs

- Assist with the recruitment, selection, training, and development of a variety of programs supporting the transitional and developmental needs of sophomores, juniors, and seniors.
- Co-facilitate weekly meetings and provide ongoing support for sophomore students and upper-class mentors.
- Assist with the coordination and implementation of a three-day retreat supporting sophomores on topics of vocational discernment and community development.
- Collect, organize, and maintain program data for continual assessment efforts

Leadership Development

- Assist with recruitment, selection, training, and development of a variety of leadership programs;
- Co-facilitate weekly meetings and activities and provide ongoing support of peer mentors;
- Collect, organize and maintain program data for continual assessment efforts.

Orientation & New Student Programs

- Assist the Associate Director with the recruitment, selection, training, and development of orientation staff
- Assist with the coordination and implementation of four summer orientation sessions and Fall Welcome Weekend;
- Compile and analyze the summer and fall orientation evaluations as well as maintain program data for continual assessment efforts.

How to Apply

- Online applications will be accepted until the positions are filled. For serious consideration, a review of applications will begin in late March.
- Online application is available at: <https://loyolastudentengagement.wufoo.com/forms/znru4bk0z0psay/>

Contact Information

Ashley Schantz, Assistant Director of Student Engagement
aschantz@loyola.edu
 410.617.2032