



GRADUATE ASSISTANT FOR COMMUNAL REFLECTION

SUMMARY OF POSITION

The Graduate Assistant for Communal Reflection works as a team member within the Department of Student Life and Ministry, and is primarily responsible for overseeing the Awakening Retreat program and Assisting the Ignatian Life Community program. The Awakening Retreat serves approximately 60 students during a weekend-long retreat in the spring semester. The Graduate Assistant helps undergraduate student leaders shape and prepare for all aspects of the retreat, and serves as a mentor to students in the community throughout the year. The GA helps the University Minister for Communal Reflection coordinate the retreat. The ILC program serves about 40 students and the GA will help lead a group for LIM and/or help train some graduate student ILC leaders and help support the students throughout the year. The position is approximately 20 hours per week of work, with flexibility for additional hours as needed when retreats approach, and less hours during less busy times of the year. Flexibility for evening and occasional weekend commitments is required. This position extends through degree completion, with a maximum commitment of three years (and June and July off each year or up to 5 hours per week)

COMPENSATION

Compensation includes the following: 2 LIM courses and student fees each term (Fall, Spring, and Summer) and an hourly stipend of \$12 per hour for 20 hours per week over 42 weeks (Aug 1 - May 15) and up to 5 hours per week between May 16-July 31.

QUALIFICATIONS

Bachelor's degree and at least one year of student leadership experience in campus ministry activities required. Familiarity with and support of Ignatian spirituality and Jesuit education preferred. Retreat organization and faith group facilitation experience preferred. Background in theology or religious studies preferred. Must possess and maintain a current valid driver's license as a condition of employment, and must also be able to successfully pass any driver background information investigation and any driver education courses required by Risk Management.

DUTIES AND RESPONSIBILITIES

Awakening Community Moderator

- Help the community connect to the "big picture" of Awakening – embodying the joy and beauty of the Christian, Catholic faith by being an outward-looking community that reflects God's love.
- Empower and support rectors in thoughtful and prayerful preparation for the Awakening Retreat
- Use "teachable moments" to model skills such as mediating conflicts, honoring commitments, planning ahead, and keeping to deadlines

- Meet weekly with rectors
- Meet weekly with each core-staff team pair as necessary
- Attend scheduled core-staff meetings
- Attend scheduled community meetings
- Assist students in preparing for talks – including but not limited to creating a “talkers mini-retreat” and regular meetings with individual talkers leading up to Awakening Retreat.

Help facilitate the ILC program

- Meet with each leader pair weekly to help them prepare for the meeting
- Attend bi-weekly ILC Facilitator meetings (if needed)
- Attend annual 1-day ILC facilitator retreat in August/January and help facilitate training of new ILC students into the program

Additional Responsibilities

- Meet weekly with University Minister for Communal Reflection
- Availability for spiritual companionship if requested

PHYSICAL REQUIREMENTS

Ability to perform duties as stated above with or without reasonable accommodation.

COMMITMENT

Approximately 20 hours per week during the academic year with flexibility for weekend and evening hours to accommodate Awakening and other retreat work. This position extends through degree completion, with a maximum commitment of three years. Compensation includes tuition remission and student fees for two LIM courses during each academic term and an hourly stipend of \$12/hour.

TO APPLY

Please submit a resume and cover letter to kweber@loyno.edu. Please indicate interest in the Resident Minister position (described below) if desired. Please contact LIM Director Dr. Tracey Lamont tlamont@loyno.edu to learn more about applying to the LIM program.

RESIDENT MINISTRY ADDITIONAL OPPORTUNITY

Candidates also have the option of applying for a position as a Resident Minister. Resident Minister responsibilities (outlined below) are in addition to the Graduate Assistant responsibilities outlined above. An on-campus furnished apartment in a residence hall (valued at \$1,200 per month) is provided as compensation for fulfillment of Resident Minister responsibilities.

RESIDENT MINISTER VOLUNTEER AGREEMENT**SUMMARY OF POSITION**

The Department of Student Life and Ministry (SLM) is committed to providing learning opportunities which fortify our Jesuit identity and students' educational experiences. SLM empowers and partners with students to create a vibrant and pluralistic campus community through leadership opportunities that foster integrity and collaboration; reflective practice that deepens self-knowledge and faith formation; and high-quality programs that spark curiosity, community-building, and inspire contemplative action. Student Life and Ministry fortifies the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society. Student Life and Ministry utilizes a learning-centered development model, which fosters academic excellence and student success; teaches responsible citizenship and critical thinking skills, nurtures interpersonal and spiritual development; and encourages healthy behaviors and self-management.

The Resident Minister is responsible for contributing to the overall goals of the Department of Student Life and Ministry by providing direction to integrated student learning and spiritual development, learning outcomes based on assessment, and student success strategies. While creating a mission-driven, co-curricular experience, the Resident Minister is committed to fostering a collegiate environment, which supports the Jesuit mission, fosters the development of a transformative learning community, and recognizes, affirms and celebrates the educational value of diversity. A successful RM is dedicated to applying best practices in pedagogy, advocacy and ministry, fostering students' ability to integrate academic knowledge with experiences outside of the classroom, thinking critically and innovatively about student success interventions, effectively communicating with students, peers and supervisors, and collaborating with campus and community partners.

The Resident Minister (RM) position at Loyola University New Orleans is a 12-month volunteer position for a religious or lay minister residing in a University residence hall community. The RM contributes ministerial presence, programs, and collaborations

whose goals are the spiritual and faith development of residents in the Jesuit charism. The Resident Ministers develop and accomplish their goals in close collaboration with Residential Life staff.

ORGANIZATIONAL RELATIONSHIPS

Responsible to: Coordinator of Resident Ministry Program

Assignments received from: Coordinator of Resident Ministry, Director of Student Life and Ministry

Interacts with: Students, staff, and parents of students of Loyola University New Orleans.

Nature of supervision received: Annual goals set and evaluated.

Regular meetings conducted with the Coordinator of Resident Ministry.

Plans and arranges own work. Accomplishes assigned goals by using a wide range of procedures. Reports status of goals during regular scheduled meetings and annual evaluation.

DUTIES AND RESPONSIBILITIES

- Participate as requested and available in Resident Assistance training in August and in other trainings as applicable throughout the year.
- Schedule and promote weekly and monthly programs to engage with students socially, spiritually and for spiritual companionship.
- Maintain awareness of Student Life and Ministry pastoral resources and programming and assist in marketing these to residential students.
- Attend weekly residence hall student staff meetings.
- Maintain availability for individual and residential community crisis response support.
- Conduct regular wellness checks and intervention efforts as requested by the Behavioral Intervention Team.
- Engage in intentional one on one and group contact with resident students to enhance social well-being and sense of belongingness.
- Maintain regular communication with building Community Director to develop and assess goals and action plans as related to the developmental goals of Residential Life.
- Attend scheduled Residential Life/Resident Minister joint meetings or RM meetings.
- Maintain a monthly themed bulletin board in residence hall.
- Support Residential Life efforts when responding to weather or city infrastructure emergencies such as shelter in place, notification of water outage, power outage, building evacuations, etc.
- Engagement as a Resident Minister is subject to annual review by Student Life and Ministry and Residential Life.

QUALIFICATIONS

- Currently employed (full or part time) by Loyola University New Orleans.
- Master of Divinity, Pastoral Studies, Pastoral Counseling, Social Work, or equivalent combinations or experience, or currently enrolled in an applicable Loyola University New Orleans graduate studies program (ministry, counseling,

educations, etc.). N.b., If applicant participated in or completed undergraduate studies at Loyola, they must have finished or ceased those studies at least two years prior to applying for the Resident Minister position

- Interest or experience in pastoral education, counseling and formation
- Aptitude for managing and working with confidential and sensitive issues
- Commitment to serving students of all faith traditions and/or no faith tradition
- Excellent interpersonal and communication skills
- Understanding of and commitment to promoting Loyola University New Orleans' Jesuit and Catholic mission and identity
- Commitment to one's own religious and spiritual life and comfort with sharing their experience with students, staff and faculty
- All faith traditions (including "spiritual" or "unaffiliated") are welcome to apply

PHYSICAL REQUIREMENTS

Ability to perform duties as stated above with or without reasonable accommodation.

COMPENSATION

As a volunteer position there is no compensation for your service. Volunteering for the Department of Student Life and Ministry in collaboration with the Office of Residential Living, Resident Ministers actively support and promote the spiritual, intellectual, and social formation of undergraduate students. A one-bedroom furnished apartment on campus in the residence hall you are serving is provided for your residence to support you in your role as Resident Minister. This apartment represents a value to the university of approximately \$20,000, and similar apartments in New Orleans cost approximately \$15,000 to rent annually. Given this value, the Resident Minister will be in continual communication with Student Life and Ministry and Residential Life to determine appropriate expectations.