



www.creighton.edu/scsj (402) 280-1290 Becker Hall - Lower Level

As an integral part of a Jesuit Catholic university education, the John P. Schlegel, SJ, Center for Service and Justice awakens hearts and lives of solidarity to build a more just world.

Student Team Leaders 2023-2024 Position Description

Driven by Jesuit values and Catholic social principles, the Schlegel Center for Service and Justice (SCSJ) is committed to building an inclusive community inspired by faith which seeks to do the work of service, justice and reconciliation. The SCSJ, a department of Mission and Ministry, is open to student workers and volunteers (“team leaders”) of all backgrounds. SCSJ student team leaders become knowledgeable about the work of the SCSJ and the needs, gifts and opportunities of our partner communities in Omaha and around the country. Team Leaders are assigned 1-2 focus areas which could include: coordinating local community service and reflection; acting as liaisons to campus and community groups; representing SCSJ at university functions; supporting major SCSJ programs (such as Service & Justice Trips and the Ignatian Family Teach-in for Justice); and/or organizing special projects. These positions exist to empower students to facilitate, extend and deepen a faith that does justice and reconciliation as a part of the mission of Creighton University.

There are paid and unpaid leadership positions for approximately 35 students.

Paid positions are open to both federal work-study and non-work-study eligible students.

Qualifications: The SCSJ is looking for ambitious, responsible students who wish to deepen their understanding of justice issues facing Omaha, national and global communities through personal development, formation and direct service. Students must be self-starters and able to complete projects in a timely manner either individually or as part of a team. Qualified applicants should have a desire to create a positive impact, strong inter-personal skills and a positive disposition, as they will be representing the SCSJ in the Creighton and Omaha communities.

General Responsibilities of Student Team Leaders

A commitment of approximately 8-12 hours per week through the following work:

1. 2-4 hours per week: General SCSJ Office Support that could include
 - a. Staffing the office: Hospitably welcoming guests, answering phone calls and requests from campus or the community
 - o Supporting office projects and programs (active work like posting flyers, support computer work)
2. 2-4 hours per week: Team specific projects and support (See Team Descriptions below)
3. 2 hours per month: Participation in periodic staff meetings and regular supervision meetings.
4. Occasionally (Once or twice per semester): represent the SCSJ at campus events (e.g., admissions open houses)
5. All SCSJ Team Leaders formation:
 - o Student Team Leaders Formation Meetings including **March 28th 8-9:30 pm and April 11th 8-9:30 pm**
 - o Mandatory Week of Formation: **August 6-10, 2023**

Hours are completed in Lower Becker Hall during normal business hours (Monday-Friday 8 am – 4:30 pm), Evening hours may include leading weekly service/ local community engagement or team meetings. For paid students, wages are set

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according to the [university minimum wage standard level 1 or level 2](#). We are seeking several students who are able to work 8-12 hours per week.

Communications Team coordinates the marketing and promotion of the SCSJ and SCSJ events through various campus and electronic outlets. Team members should have a love for the SCSJ, and a desire to tell the SCSJ story to our various constituent bases through social media, print design, or our dynamic website. Strong writing skills, experience with marketing, graphic design ability, or photography/video skills are preferred as well as Microsoft office suite or adobe creative cloud.

Ignatian Advocacy Team (IAT) plans justice education programming and legislative visits to promote student civic engagement and systemic change for the common good. We work with all SCSJ programs, so that service program participants also engage in advocacy and community organizing. We form students through engagement with two Ignatian Advocacy Priorities which come from Jesuit and Catholic sources, these include Migration and Climate Justice. We hope to inspire students to analyze, engage, and challenge the structural systems that often perpetrate injustice in our local, national, and international communities. Ignatian Advocacy Team prepares and leads the Creighton group for the **Ignatian Family Teach-in for Justice** October 28-30, 2023 conference and legislative visits in Washington, D.C. This conference remembers the legacy and celebrates the lives of six Jesuit priests, their co-worker and her daughter who were killed in El Salvador in 1989.

Promotions Team This team of 2-3 helps us get the word out about our SCSJ programs through in-person tables around campus or at events for Admissions as well as presentations to groups such as RSP classes and student organizations. They also coordinate our SCSJ presence at Skutt Shutdown and other events as opportunities arise. We will help you prepare what to say and how to present, so you do not need to know everything about the SCSJ so much as love our work and be willing to speak to a group! Members of this team have the option (but are not required) to co-lead a Local Community Engagement site and be part of the Local Community Engagement Team.

Data Management Team Do you like Excel or want to learn how to manage data related to student participation, alumni, donors, and assessment? This is detail-oriented work that includes writing thank you notes and helping us to keep up databases. This work is crucial to our efforts to raise money to support SCSJ programming, including need-based scholarships for Service & Justice Trips participants and host site donations. You will have the opportunity to practice using data management software (Excel and Advance Web) to support the SCSJ and learn transferable skills useful in any future employment. No experience necessary – just a fondness for details and data! Members of this team have the option (but are not required) to co-lead a Local Community Engagement site and be part of the Local Community Engagement Team.

Local Community Engagement Team & Weekly Service Coordinators lead other students in local Omaha area community engagement/ direct service. If you are interested in accompanying immigrants, refugees, youth, or individuals experiencing homelessness, this team is a great fit for you! Student leaders will: maintain communication and clarify expectations with our community partner; promote and recruit participants; drive Creighton vans (valid driver's license, a good driving record and will completion of the Creighton vehicle safety training required); keep records of participation; and facilitate Ignatian reflection following each service engagement. Coordinators will also plan orientations, justice education reflections, and formation activities. Creativity, a strong work ethic, and willingness to engage peers in difficult or deep conversations about social justice issues, diversity & inclusion are ideal characteristics of LCE coordinators.

Service & Justice Trips Support Team Students who have participated in or led a Service & Justice Trip work to support the Service & Justice Trips Core Team and SCSJ staff members. These students help to get materials ready for information meetings, formation meetings, send-offs and reunions. If you are detail oriented and like helping to support 250 students per school year participate in service and learning over a week-long break this team might be for you.

Federal Work-Study in the Community Working with local schools, we place federal work-study students in the community. **All weekly hours will be spent off-campus at your placement** specifically tutoring reading or math at an

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elementary school. If you qualify for federal work-study and have your own transportation that you can use to get to and from your assigned community partner this may be a great option for you. A new school within walking distance is an option if you don't have a car. Bilingual (Spanish/ English) is a plus, but not required.

Summer SCSJ Office positions

- **Community Partner Engagement and Database management** 15-20 hours per week. Interested in learning more about Omaha's incredible non-profit community and how Creighton can connect and serve alongside our Omaha neighbors? Do you like long term projects that require attention to detail? This position will help the SCSJ to create, enhance, and maintain a database of Omaha community partners/ local non-profits interested in receiving Creighton students, staff, and faculty as volunteers. This student will contact community partners to confirm or update contact information, update the SCSJ website, and maintain databases. This student will help the SCSJ evaluate, record, and report on programs sponsored and supported by the office. He or she will create, update and manage databases to report out student service hours and community partnerships. Other duties include acting as a liaison to other student, campus, and community organizations and representing SCSJ at University functions (Summer Preview, etc.). Experience with excel or a willingness to learn, attention to detail, and strong follow-through skills required.
- **Faith Justice Internships** Ten-week internship in Omaha with Omaha Together One Community (OTOC) and Institute for Public Leadership (IPL). Opportunity to learn about and support faith and institutional based community organizing in Omaha. Students participating in these internships will: Become faith-justice leaders among their Jesuit/Catholic University peers, lead others in engaging the legislative system to change structures with and on behalf of the poor and marginalized, gain connections for personal and professional development in social justice areas of research and policy, and reflect on their own gifts, the needs of our world and their vocation. Students will share their summer learning with the Creighton campus community by taking on a leadership role on campus (e.g., SCSJ Ignatian Advocacy leadership), presenting to the faculty/staff community about their summer internship during a lunch Fall 2023, and helping recruit students for future internships.