

**JOHN P. SCHLEGEL, S.J. CENTER FOR SERVICE AND JUSTICE
GRADUATE ASSISTANTSHIP**

General Description

This position is part of the Schlegel Center for Service and Justice (SCSJ) Team working to implement our mission to “awaken hearts and lives of solidarity to build a more just world.” As a department within Creighton University Division of Mission and Ministry, the SCSJ fulfills this mission through direct service, justice education, Ignatian advocacy, forming leaders, and building community.

Responsibilities

- **(15 hours per week) Supporting the Service & Justice Trips Program and student leaders** as they work with community partners, recruit peers, develop formation, reflection and advocacy resources, track and report engagement. Manage online application, payment and compliance logistics.
- **(10 hours per week) SCSJ overall support**
 - **(3 hours per week) Front Lobby Office Management**
 - Supervising office opening, training students; Mentoring students in office wide tasks; Timesheets
 - **(1 hour) General SCSJ Office:** attend or support the following programs as time and office priorities allow. Checking and responding to SCSJ@creighton.edu email account
 - **SCSJ student leader formation** (service, faith, justice, and belonging focused)
 - Summer Reader, Develop and implement quarterly student leadership development and community building offerings
 - (1.5 hours) weekly SCSJ Professional Staff Meeting
 - (1 hour) personal and professional supervision, goal setting and planning

To learn more about the SCSJ and our programs, see our website: www.creighton.edu/SCSJ
Mid and end of year reports and self-evaluations completed with team and supervisor(s).

Remuneration

- Full or partial tuition in graduate studies depending on program. Please contact Kelly Tadeo Orbik to discuss possible programs. Student fees will also be paid by SCSJ.
- Monthly stipend of \$1,300. Students are responsible for books, health insurance, on-campus parking if you have a car on campus, and other related academic and program costs.
- Opportunities to participate in professional development at select conferences

Qualifications

- Bachelor's degree with a G.P.A. that meets graduate school admissions requirements
- Enthusiasm for service, faith, peace, justice, belonging, and sustainability ministry programs
- Community-oriented, hospitable, strong in balancing multiple tasks, at ease working with diverse groups
- Excellent interpersonal and time management skills, ability to articulate own spirituality, passionate desire to serve college students
- A year or more of post-graduate work or volunteer experience preferred but not required

- An SCSJ Graduate Assistant must work with program academic advisor to be enrolled in an appropriate number of hours of graduate course work and maintain the required G.P.A. in her/his graduate field of study.
- Lives out and models all expectations in full as outlined in the *Student Credo* and the *Creighton University Student Handbook*.

Work Schedule

- Work 12 months per year (Summer Start Dates between May 1 and August 1, 2026 and working through June 2028). This includes working 3 of the 4 weeklong midterms breaks over the 2 years. Graduate Assistants will follow the [university staff calendar](#) regarding breaks.
- 25 hours per week expected. This is a stipend based, not hourly position. Understanding that, due to the nature of this ministry, there are weeks above the baseline hours listed; evening and weekend hours are frequent; generally, follows Creighton University staff work calendar.
- This is a two-year position. Year two is contingent on satisfactory performance during year one.

Application Information

Please e-mail resume, cover letter, supplemental essay and contact information for two references to Kelly Tadeo Orbik (contact information below).

In your cover letter (1 page) or supplemental essay (500 words or less) please address:

1. Why do you feel called to become part of the Schlegel Center for Service and Justice as a graduate assistant?
2. What gifts, talents, and experiences do you bring that will benefit the SCSJ Service & Justice Trips program? Give an example from your life to articulate your answer.

SCSJ Applications will be processed on a rolling basis until the position is filled. Candidates may be contacted for a zoom interview after their cover letter and resume are received. Final acceptance for the SCSJ Graduate Assistantship is contingent upon successful admission into a Creighton University graduate studies program (<http://www.creighton.edu/gradschool/>).

Preferred summer start date with the SCSJ is June or July 1, 2026. Start dates for academic programs vary.

For more information contact:

Kelly Tadeo Orbik Interim Director kellytadeoorbik@creighton.edu 402-280-1293