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

General Description

Work and learn as a part of the Schlegel Center for Service and Justice (SCSJ) Team 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

- **(14 hours per week) Local Community Engagement (LCE) Programming and Ignatian Leadership**
  - **Supervise up to 15 undergraduate leaders** and serve as primary **contact for up to 8 community partners**. Lead site planning meetings to develop orientation, reflection, justice education and advocacy materials; recruit participants; track and report engagement.
  - **Community Partnership:** Work directly to set up and maintain reciprocal, community-identified engagement opportunities. Programs include weekly service, 402 Service Program, CREW for Justice and Classroom Community Orientations.
  - Opportunities to co-lead are available. (2.5 hours per week)
  - Support visioning, planning and implementing community engagement best practices
  - **SCSJ Ignatian student leadership formation** (service, faith, justice, community and belonging)
- **(8 hours per week) SCSJ Office Support**
  - **(3 hours per week) SCSJ Data, Reporting, Compliance, Application Support**
    - Maintain and compile program data to connect with university systems and offices including with alumni and donor relations
    - Support application processes across all SCSJ teams using internal web-based survey tool
    - Support and lead Creighton Engage (GivePulse) data and event management
  - **(3 hours per week) Office Management**
    - Supervise office opening/closing, training students, supporting undergraduate student timesheets
    - Mentor students in career readiness, professionalism through training and completion of office wide support tasks
    - External and internal communications (checking and responding to SCSJ@creighton.edu email account)
  - **(2 hours) SCSJ Promotions Management**- schedule RSP presentations and event tables, develop and update materials for presentations; manage interest lists and cuinvolved roster
- (**1.5 hours**) Weekly SCSJ Professional Staff Meeting
- (**1 hour**) Biweekly Personal and professional supervision, goal setting and planning
- Quarterly staff development days, Division of Mission and Ministry Meetings
- **Service & Justice Trips**- support by participating or coordinating student-led trips that involve travel over Fall and/or Spring Break.

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. Opportunities for spiritual direction and personal retreat.

Qualifications

- Bachelor's degree with a G.P.A. that meets graduate school admissions requirements.
- Enthusiasm for community engagement, faith, peace, justice, belonging, and sustainability.
- 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 July 1 and August 1, 2027 and working through June 2029). 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 is expected. This is a stipend based, not an 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. How do you feel called to become part of the SCSJ as a graduate assistant?
2. What gifts, talents, and experiences do you bring that will benefit the SCSJ, our students, the Omaha community and beyond?
3. What does the Jesuit value of a "faith that does justice and reconciliation" mean to you?

Priority application deadline is February 1, 2027. 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 start date with the SCSJ is July 1, 2027. Start dates for academic programs vary.

For more information contact:

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