Graduate Assistant for the Be The Light Youth Theology Institute
2016
20 hours per week

Reports To:
Stephen Chanderbhan, PhD, director of the Be The Light Youth Theology Institute and Sara Signorino and Michael Hayes in Campus Ministry

General Description:
The Graduate Assistant assists with projects and tasks associated with the Be The Light Youth Theology Institute. The Be The Light Youth Theology Institute at Canisius will consist of a six-day residential experience for between 25 and 40 high school students during the summer. The purpose of the institute is to provide high school youth with opportunities to (1) explore in-depth sacred scriptures and theological traditions and examine the moral and ethical dimensions of contemporary challenges; (2) draw on the wisdom of their religious tradition as they make decisions about their futures; and (3) consider vocations in full-time ministry and religious leadership.

Duties and Responsibilities:
- Assist with the coordination of details for vendors, participants and instructors of the Institute and ensure all information is communicated to constituents in a clear and timely manner.
- Assist with day-to-day operations of the Institute while it is in session (Approximately July 5 – 11).
- Develop knowledge regarding the Be The Light Institute and serve as a clearing house for Institute-related inquiries.
- Manage the Institute webpages.
- Draft informational pieces for director’s review and proofread documents for accuracy.
- Review and prioritize applications for the Institute and communicate acceptance/declination to applicants.
- Help compile information for annual report on the institute.
- Research and collect information for various special projects as needed.
- Other duties as assigned.

Qualifications:
- Bachelor’s degree is required.
- Must be matriculated into one of Canisius’ master’s programs.
- Self-starter who can work in a team environment.
- Excellent oral and written communication skills.
- Excellent interpersonal skills that enable him/her to work with diverse groups.
- Exceptional time management and organizational skills that enable him/her to multi-task and meet deadlines.
- Strong computer skills that include knowledge of Microsoft Office.
- Experience in event planning is preferred.
- Experience in management or leadership positions is preferred.

Compensation:
Full tuition waiver during Spring 2016 semester and $1,500 stipend for Summer 2016.

Terms of Employment:
Approximately 20 hours per week during Spring 2016 semester
Summer hours will be centered around the Institute, which will take place the end June/beginning of July.
March 1, 2016 – August 31, 2016 with a possible extension into the next academic year.
Schedule to be determined with Stephen Chanderbhan, PhD.

Process:
To apply, please send your cover letter, resume, and two references to Stephen Chanderbhan at BeTheLightInstitute@canisius.edu by February 22, 2016.
Phone interviews may be conducted. A final decision will be reached by February 26.
If there are any questions or concerns with the timeline, please send an email.