Graduate Student Position in Campus Ministry

Description: General Assistance with a Variety of Campus Ministry Initiatives, including but not limited to: Service-Immersion Programs, Social Justice Programming, Liturgical Programs, Local Service Programs and the on-campus food pantry. Applicant should have a NYS Driver’s License, be able to attend of campus trips to accompany students as a lead mentor for service immersion (January and Summer) and have a high level of social media experience.

Reporting to: Director of Campus Ministry

I. Service and Justice Initiatives
a) Organizing and Managing the On Campus Food Pantry: The GA will schedule other GAs for managing the food pantry 3 days per week for 2 hours shifts. They are responsible for keeping inventory for the Chartwells Staff as well.

b) Assisting Campus Ministers with Service Immersion and Justice Programming: Serve as an administrative support for all immersion trips including, but not limited to: booking flights/cars, driving to airport, shopping, compiling reports, assist in all training experiences. Serve as a lead mentor on Winter Service Week Trips and possibly International Immersion Trips. Assist in Executing the RAISE benefit for Service-Immersion.

c) Attend and help prepare students for the Ignatian Family Teach in for Justice (IFTIJ) and Implement Post-trip Justice Initiatives: Serve as a lead agent for local implementation of justice issues on campus. Work with students to interpret and implement inspiration from the IFTIJ.

d) Administrative Assistance with Campus Ministry Immersion, Local Service Initiatives and New Student Orientation Initiatives in Campus Ministry: Serve as an administrative support for our first year student programs. Assistance includes general office duties, meal preparation, driving to sites/airports, supply replenishment, late night hospitality programming. - Maintain and manage local Sandwich Ministry on Sunday afternoons.

II. Spirituality Initiatives
Attend and prepare for one Kairos Retreat during the school year.
Provide assistance for a variety of evening based programs including movie nights, small IGNITE Groups, reunion events, post graduate volunteer service recruiting.

**III. Social Media Execution**

Maintain highly engaged social media presence, including Instagram, Facebook and Twitter. Maintain local social media initiatives such as: Stall Street Journal and Today AT Canisius updates. Maintain hallway bulletin boards and signage for chapel and other areas.

**IV. Administrative Duties**

Manage our Student worker team.

**OTHER DUTIES AS ASSIGNED**

**Terms:**

- Fall and Spring academic semesters
- 25 hours per week
- Position starts the week prior to the start graduate assistant training on Friday, August 14, 2020.

**Compensation:**

- 100% Tuition Waiver
- $2,000 Stipend
- $1,350 Meal Compensation