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 off campus trips to accompany students as a lead mentor for service immersion and have a high level of social media experience.

**Reporting to:** Director of Campus Ministry

**I. Service and Justice Initiatives**

1) **Serve as a chief administrative support for all immersion trips**

Duties include, but are not limited to:

a) Assist in all training experiences for Service-Immersion. This includes:
   - Attending select weekend workshops/retreats.
   - Designing and implementing marketing material
   - Recruiting of student leaders and trip participants
   - Organization of trip paperwork for the entire service immersion program: (Passports, medical clearance, VIRTUS, Liability forms)
   - Booking flights/cars
   - Driving to airport via campus van (Must be certified)
   - Shopping for supplies for all programs.
   - Compiling assessment and other reports.
   - Assist in Executing the RAISE benefit (staff and plan event with donor/vendor solicitations, order food & music, monitor ticket sales)

2) **Serve as a lead mentor on Winter Service Week Trips (January) and be available to lead an International Immersion Trip (May or June)**

   - GA will lead a local service-immersion trip in January and may be asked to lead a summer international immersion if their skill set meets with the expectations of the staff.

3) **Prepare students for and possibly attend 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.
   - Scheduling advocacy visits with elected officials in D.C.,
   - Make travel reservations in consultation with Campus Ministers
- Attend and staff preparation meetings
- Implement Marketing Campaign
- Follow up with local advocacy visits and on campus educational initiatives/drives.

4) **Administrative Assistance with Campus Ministry Immersion, Local Service Initiatives and New Student Orientation Initiatives in Campus Ministry:**
Includes:
- General office duties
- Meal preparation
- Driving to sites/airports
- Supply replenishment
- Late night hospitality programming.

II Serve as Lead Agent on Local Service Initiatives.
Include:
1) Local Community Service Liaison
   - Under the direction of the local service Campus Minister, assist in forming and recruiting a local service leader team.
   - Assist in recruiting and creating marketing materials for local service.
   - Maintain and manage local Sandwich Ministry on Sunday afternoons
   - Collaborate with The New Buffalo Institute on the development of new partners and in the execution of two “Community Day” events per year.

2) Serve once per week in the On Campus Food Pantry:
   - The GA serves in the local food pantry 1 day per week for a 3 hours shift. They are responsible for keeping inventory for the Chartwells Staff as well.

III. **Spirituality Initiatives**
1) Possibly attend and prepare for one Kairos Retreat during the school year as a team member. Execute one faith based talk and lead a small group.

2) Provide development and assistance to students in creating a variety of evening based programs including IGNITE Groups, reunion events, movie nights, lecture series.
IV. Social Media and Marketing Execution

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

2) Create a Worship Aid for all Sunday and Special Masses each week.

V. Administrative Duties

Co-Manage our Student worker team with assistance from the Director of Campus Ministry.

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