

STUDENT LEADERSHIP POSITIONS 2015 - 2016

Thank you for your interest in a student leadership position at DePaul. This booklet highlights student leadership positions within the Division of Student Affairs. For most of these positions, students can submit application materials on the Office of Student Employment's Campus Job Board – https://studentemployment.depaul.edu/find_a_job/ – during each department's recruitment cycle. Most of these positions recruit in the winter quarter.

Student Affairs is committed to transformative learning and the formation of Socially Responsible Leaders through all of our leadership positions. Selected students are asked to examine their development as leaders through the Socially Responsible Leadership framework (SRL) and to apply this understanding of leadership in their positions. A detailed description of SRL can be found here: <http://studentaffairs.depaul.edu/sli/srlframework.html>

In addition, we hope that our student leaders will understand that they are a critical part of a larger community of leaders at DePaul and that they play a significant role in the work that we do. To this end, all selected leaders who have not yet held a leadership position in the Division of Student Affairs are highly encouraged to attend the SRL Common Experience retreat May 15-16, 2015. Please direct any questions regarding this expectation to the department to which you are applying. Facilities Assistants (FAs) are not required to attend this retreat as this position is outside of Student Affairs.

Disclaimer clause: The descriptions that follow are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with the position or of all positions. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Contact the listed department for the most accurate and current information about these positions and their application deadlines.

DEPAUL
UNIVERSITY
DIVISION OF STUDENT AFFAIRS
Student Leadership Institute



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CENTER FOR INTERCULTURAL PROGRAMS (CIP)

SOCIAL JUSTICE ADVOCATE (SOJA)

General Summary:

Social Justice Advocates (SoJAs) are student peer facilitators who co-facilitate workshops and trainings, staff quarterly programs, and serve as ambassadors for the Center of Intercultural Programs. The Social Justice Advocate Program is an opportunity for students seeking leadership experiences related to diversity, identity, and culture, to receive training to facilitate workshops around critically engaging these topics. As paid peer educators, Social Justice Advocates play a vital role assisting the Center for Intercultural Programs in creating a campus where members of the DePaul community understand, embrace, and model an awareness of, and humility towards, diversity, identity, and culture through dialogue-based workshops and trainings.

Principle Duties, Responsibilities, and Other Job Related Information:

Students serving as Social Justice Advocates will serve throughout the entire academic year (fall, winter, and spring quarters). Students will serve approximately five hours per week that includes weekly staff meetings, workshop facilitation, staffing programming events and celebrations, and office hours. In addition, student facilitators have the following expectations:

- Attend the mandatory 3-hour weekly training during the Spring Quarter preceding employment (held on Fridays).
- Attend the Common Experience Leadership Retreat (if necessary).
- Attend weekly staff meetings (Fridays) / on-going sessions for dialogue and reflection.
- Be in regular communication with the Center for Intercultural Programs.
- Maintain regular office hours (compiling evaluation data, assisting in workshop preparation, etc.).
- Complete quarterly reflections.
- Attend quarterly 1:1 supervision meetings with supervisor on staff.
- Attend quarterly 1:1 mentor meeting with SoJA Coordinator.
- Keep track of hours worked (both office hours and workshops).
- Co-facilitate diversity education workshops across campus.
- Co-facilitate diversity dialogue sessions for students during critical campus situations.
- Other duties as assigned.

Position Requirements (Minimum Knowledge, Skills and Abilities Required):

Students who are interested in applying must meet the following criteria:

- Must be a current DePaul sophomore, junior, senior, or graduate student at the time of application.
- Must be available to serve for the entire 2015-2016 academic year (fall, winter, and spring quarters) and be enrolled in at least 6 credit hours (12 credit hours if you are an international students) per quarter.
- Must hold a minimum GPA of 2.5 or higher at the time of application.
- Must attend the mandatory training sessions.
- Must have excellent oral communication skills.
- Must be comfortable with public speaking and leading a group of your peers.
- Must be comfortable talking about diversity and social justice related topics.
- Must have a minimum of 10 hours available each week between 8-9 pm Monday-Fridays in order to facilitate workshops in academic classes.

- Must commit to carrying one's self in a dignified and professional manner that exemplifies a person who embodies culturally inclusive practices and maintains integrity while serving as a positive role model at all times (refer to DePaul University's Student Code of Conduct).

Please note, if you are selected to move forward in the application process, some or all of the following may be requested for consideration to hire:

1. Two letters/form of recommendation
2. Unofficial Transcripts
3. Essay screening questions

Contact Information:

Shanika Roberts, Srober31@depaul.edu

DEPAUL EDUCATIONAL THEATRE COMPANY (ETC)

General Summary:

DePaul Educational Theatre Company (ETC) is a theatre troupe of DePaul students sponsored by the Center for Intercultural Programs (CIP, pronounced *sip*) and supported by The Theatre School. The troupe performs a 45-minute theater production during *Premiere DePaul*, DePaul's summer orientation program, focusing on themes of diversity, identity and social justice relating to campus life as a first-year student. Troupe members also facilitate small-group Dialogue Circles after each performance about these same diversity and social justice themes that include concepts and situations relating to incoming students and their first year of college.

Principle Duties, Responsibilities, and Other Job Related Information:

- (30%) Rehearsal sessions prior to the opening and throughout the summer
- (30%) Performing at each *Premiere DePaul* session
- (30%) Facilitating small-group Dialogue Circles following each performance
- (5%) Actively participating in social justice and facilitation training sessions, as well as writing workshops
- (5%) Assisting in writing the production script

Position Requirements:

- Must be a full-time student at time of hiring and in academic good standing
- Must have the ability to work within a team creating, preparing, and implementing a stage production for an ensemble troupe around topics of diversity and social justice
- Must attend at all rehearsal sessions taking directing instructions and cues
- Must attend at all diversity and facilitation training sessions and student leadership training
- Facilitate small-group talkback sessions around themes of diversity and social justice
- Demonstrate ability to communicate orally
- Demonstrate ability to perform on stage within an ensemble troupe for *Premiere DePaul*
- Prior theater and stage experience preferred, but not necessary
- DePaul ETC Actors may not also serve as Orientation Leaders

Application:

- Students must prepare a 2-3 minute monologue for the audition
- Interviews will begin in late February

Please submit a current resume and cover letter, addressing the following points:

- Your definition of social justice
- Why is social justice an important thing to consider or strive for as part of DePaul ETC?
- How can performance influence your role within the DePaul community and with 1st year student's as part of Premiere DePaul?
- Your facilitation background

Application Deadline: Friday, February 20th

Informed of Selection by Friday, March 13th

Compensation: \$1,750 for training sessions, rehearsals and summer performances = \$8.33/hour

Contact Information:

Charee Holloway
Assistant Director
chollow1@depaul.edu

Dexter Zollicoffer
Diversity Advisor in the Theatre School
dzollico@depaul.edu

Center for Intercultural Programs Website: <http://www.studentaffairs.depaul.edu/cip/>

DEPARTMENT OF HOUSING SERVICES

FACILITIES ASSISTANT (FA)

General Summary:

Reporting to the Facilities Area Coordinators, the Facilities Assistant (FA) is a part-time student employee in the Department of Housing Services. There are 18 FAs who work within the Department of Housing Services at DePaul University. FAs work in a housing area and have day-to-day facility responsibilities for identifying and responding to facility issues and projects. FAs are also responsible for assisting in large-scale Housing Services projects such as residence hall openings, closings, and quarterly facility inspections. The FA is a live-on campus position which requires routine on-call coverage in order to respond to issues and emergencies after-hours and on weekends.

Principle Duties, Responsibilities and Other Job Related Information

- (20%) Identify and respond to student housing facility issues, report concerns, and act on facility crises that occur. Perform frequent inspections of assigned facilities. Report any damages, cleaning issues, or inoperable equipment.
- (15%) Conduct regular room/apartment facility inspections (at minimum quarterly). Inform residents of violations, provide summary of findings, and submit work orders as needed.
- (25%) Complete room/apartment condition reports for each space. Check all residential keys prior to opening and after closing of the halls and maintain these keys throughout the year. Coordinate residence hall opening and closing procedures relative to facility use.

- (10%) Follow-up with residents on any outstanding work order requests for which further clarification is needed. Address student issues relative to facility misuse. Identify building damages and inform residents of charges.
- (10%) Perform check-ins and check-outs throughout the year in response to room/apt. changes, student cancellations, and new assignments. Also assist in the process of maintaining accurate occupancy records by periodically checking on the residency status of students in the housing system.
- (5%) Address student and parent issues in order to resolve them in a timely and satisfactory manner. Clarify standards for condition of housing and explain assistance response time and relevant procedures.
- (5%) Perform administrative functions such as processing paperwork, organizing files, updating student room and apartment files and other tasks as needed.
- (10%) Provide routine on-call coverage in an area in order to respond to emergencies after hours and on weekends. Responsible for assisting students with lockouts while on call and submitting reports related to issues and emergencies in a timely fashion.
- Other duties as assigned by Housing Services management staff.

Position Qualifications:

- **Enrollment Status:** FAs must be a full-time undergraduate student (minimum of 12 credit hours) and have/maintain a 2.5 cumulative grade point average.
- **Flexible work:** FAs must be flexible to working during academic breaks and sometimes on holidays.
- **Conduct, Financial, and Academic Standing:** FAs must be in good academic, financial, and judicial standing at DePaul University prior to and throughout the period of employment.
- **Selection Process:** FAs must successfully complete the application and selection process.
- **Commitment to community:** FAs must role model and demonstrate good judgment, flexibility, responsibility, involvement and commitment to student life and the University. Commitment to students and appreciation for multiculturalism and diversity is crucial. FAs should have a clear understanding of a Catholic, Vincentian and urban institution.

Position Requirements:

- Ability to organize several projects and tasks with multiple deadlines.
- Ability to effectively interact with resident students and their guests.
- Ability to communicate effectively in written and verbal form.
- Demonstrated ability to work and make decisions in a high-volume, fast-paced environment.
- Ability to provide both a student-centered and a customer service outlook.
- Appreciation for and commitment to multiculturalism.
- Ability to respond to student emergencies which includes interrupted sleep and the ability to hear a phone while sleeping.

Employment Period:

The standard employment period for the FA position is one academic year, from August training through the week following June graduation. Staff members are expected to attend all training sessions prior to residence hall check-ins for both fall and winter quarters.

FA Outside/Additional Work:

Participation in leadership positions and work experiences are an important part of one's educational experience, however, the FA position requires regularly scheduled responsibilities, meetings, and times at which FAs must be available to residents and staff. The position cannot easily be translated into hours

worked per day or week because of the unique nature of the work. It is expected that staff treat the position as a priority ahead of other work commitments or campus involvement. Therefore, non-international FAs can work a maximum of 10 additional hours of on-campus employment per week. International student FAs may have no additional on-campus employment. FAs should consult with their supervisors prior to making commitments outside of the FA position. Please note that FAs cannot hold Executive Board positions on mentored student groups.

Compensation:

In addition to an invaluable experience in leadership and teamwork, FAs are compensated with housing, a partial meal plan, and a stipend. This compensation may impact any Financial Aid award received. For further information, please contact a counselor in the Office of Financial Aid.

Important Dates:

- We are adding in info sessions (mandatory) for the first time this year. The dates are:
Friday, January 16th (1:30-2:30pm) – SC 315
Tuesday, January 21st (8:00-9:00pm) – SC 315

Applications for new FA positions become available on Monday, January 12th via the Campus Job Board on the Student Employment website. Applications must be accompanied by a response to an essay question, resume, and a cover letter.

- Completed applications are due by 12PM on Friday, January 23rd.
- Group process (group interview) will be on Sunday, February 8th, 2015.
- Individual interviews will be conducted between February 11th and March 4rd.
- Decision letters will be sent out via email on Tuesday, March 12th between 9am –5pm

Contact Information:

Victoria Van Kirk Pride, Assistant Director of Housing Facilities, vvankirk@depaul.edu

Department of Housing Services Website: <http://offices.depaul.edu/housing/Pages/default.aspx>

DEPARTMENT OF RESIDENTIAL EDUCATION

RESIDENT ADVISOR (RA)

General Summary:

Reporting to a Residence Director, the Resident Advisor (RA) is a part-time student staff member (with at least one year of full time college experience by start date) who lives on a floor in a residence hall and has specific responsibility for working with students in their community. They are the primary facilitator for the development of community in their specified area.

Principal Duties and Responsibilities:

- Cultivates relationships with students in the residential community through regular contact, quarterly attendance at Residence Hall Council meetings, floor meetings, and duty rounds. (25%)
- Plans and implements educational and community building opportunities consistent with department requirements and learning outcomes. (20%)
- Responds to student issues, provides student conflict resolution, and acts on crises as they occur. (15%)
- Maintains regular communications with supervisor. This includes but is not limited to participation in RA Advisory Board, weekly reports, incident reports and the completion of a formal evaluation process annually. (15%)
- Attends regularly scheduled staff meetings, 1-1 meetings, pre-employment training in the spring quarter prior to employment, fall and winter training sessions, professional and paraprofessional recruitment and selection and ongoing departmental training programs. (10%)
- Is aware of, updates and appropriately disseminates information to residents through postings, electronic communications, and regular contact. (10%)
- Collaborates with other student housing units in support of hall openings, winter break housing, room changes, and building closings. (5%)

Other duties and assignments as assigned.

Qualifications:

The following conditions must be met in order to serve in the RA position.

- **Enrollment Status:** RAs must be a full-time undergraduate student (minimum of 12 credit hours) and have/maintain a 2.5 cumulative grade point average.
- **Conduct, Financial and Academic Standing:** RAs must be in good academic, financial, and judicial standing at DePaul University prior to and throughout the period of employment.
- **Selection Process:** RAs must successfully complete the application and selection process.
- **Commitment to community:** RAs must role model and demonstrate good judgment, flexibility, responsibility, involvement and commitment to student life and the University. Commitment to students and appreciation for multiculturalism and diversity is crucial. RAs should have a clear understanding of a Catholic, Vincentian and urban institution.

Position Requirements:

- Ability to organize several projects and tasks with multiple deadlines.
- Ability to effectively interact with resident students and their guests.
- Ability to communicate effectively in written and oral form.
- Demonstrated ability to work and make decisions in a high-volume, fast-paced environment.
- Ability to provide both a student-centered and a customer service orientation.
- Appreciation for and commitment to multiculturalism.

- Ability to respond to student emergencies which includes interrupted sleep and the ability to hear a pager and/or phone while sleeping.

Employment Period:

The standard employment period for the RA position is one academic year, from August training through June graduation. Staff members are expected to attend all training sessions prior to residence hall check-ins for both fall and winter quarters. The period of employment is contingent upon the successful completion of tasks, assignments, and responsibilities and positive performance appraisals by hall supervisor. Upon successful completion of the standard employment period, the RA may be considered to serve for an additional period. Limited summer employment opportunities may be available.

RA Outside/Additional Work: Participation in leadership positions and work experiences are an important part of one's educational experience. However, the RA position requires regularly scheduled responsibilities, meetings, and times at which RAs must be available to residents and staff. The position cannot easily be translated into hours worked per day or week because of the unique nature of the work. It is expected that staff treat the position as a priority ahead of other work commitments or campus involvement. Therefore, non-international RAs can work a maximum of 10 additional hours of on-campus employment per week. International RAs may have no additional on-campus employment. RAs should consult with their supervisors prior to making commitments outside of the RA position.

Please note that RAs cannot hold Executive Board positions on mentored student groups.

COMPENSATION: In addition to an invaluable experience in peer leadership and teamwork, RAs are compensated with housing, a partial meal plan, and a stipend. Note that staff meals plans can be used only when the dining hall is open when the University is in session. This compensation may impact any Financial Aid award received. For further information, please contact a counselor in the Office of Financial Aid.

Important Dates:

- Candidates must attend an information session THIS YEAR in order to apply for the position. For dates and times, go to the following link after November 3, 2014:
<http://studentaffairs.depaul.edu/resed/eduopp.html>
- Applications for new RA positions become available on Monday, January 12, 2015 via the Campus Job Board on the Student Employment website. Applications consist of essay questions and a résumé.
- Completed applications are due by 12PM on Friday, January 23, 2015.
- Group Process (group interview) will be on Saturday, February 14, 2015.
- Individual interviews will be conducted from February 18, 2015 to March 4, 2015.
- Decision letters will be sent out via email on Monday, March 16, 2015.

Contact Information:

Travis Whisler
Residence Director
twhisler@depaul.edu

Department of Residential Education Website: <http://studentaffairs.depaul.edu/resed/>

OFFICE OF MULTICULTURAL STUDENT SUCCESS (OMSS)

MEN OF COLOR: POST-COLLEGE SUCCESS PEER GUIDE

Position Type:

Internship/Student Employment (undergraduates eligible for academic credit through University Internship Program; also open to graduate student candidates seeking student employment opportunities)

Job Description:

Men of Color Post-College Success Peer Guides play an important role in the delivery of PATHS career curriculum. They are trained to advise students on post-college success, career or company research, utilization of Career Center services, navigating the application process and various other career-related issues. Additionally, Peer Guides propose, design, and deliver on research projects that contribute both to the department's mission and the students' individual learning objectives. Finally, Peer Guides support the work of the Post-College Success team in various ways, including contributing a student's perspective to departmental planning and completing various administrative tasks. Peers must be able to work both independently and in collaboration with fellow Post-College Success Guides and other staff members.

Desired Qualities/Skills:

Highly qualified candidates will:

- 1) Have a desire to help others; Be empathic and customer-service orientated
- 2) Be attentive and able to assess the needs of others
- 3) Be motivated to work both individually and as part of a team; Able to be both self-directed and collaborative
- 4) Be motivated to engage in their own professional development
- 5) Possess exceptionally strong oral and written communication skills
- 6) Consistently bring a professional attitude to the workplace
- 7) Career and/or peer advising experience is a plus, but not necessary. Thorough training provided.

Student must be willing to commit to the position for a minimum of 1 academic year and work 10 hours/week.

How to Apply:

Submit a cover letter and resume to Eric Mata, Assistant Director via the Campus Job Board at studentemployment.depaul.edu.

Contact Information:

Eric Mata, Emata3@depaul.edu

POST-COLLEGE SUCCESS INTERN

General Summary:

Reporting to the Assistant Director in charge of Post-College Success Initiatives for the Office of Multicultural Student Success (OMSS), the PCS intern uses their expertise in managing detail-intensive projects and interest in supporting OMSS target populations to assist the office in technical and event management; primarily by assisting the OMSS staff broadly, creating and maintaining systems for the

collection of data and providing support in the management of the Men of Color Initiative, Women Empowered and the PATHS Sophomore Success initiative.

Principle Duties, Responsibilities, and Other Job Related Information:

- Assist Assistant Director and other OMSS staff members, in the operations, planning and execution of several events throughout the year (35%).
- Assist in development of databases and analysis of questionnaires, surveys and other data collection tools to meet staff needs (25%).
- Assist in development of programs including, but not limited to, logistics, planning, and marketing (20%).
- Assist in analyzing gathered data into a comprehensive and presentable format (10%).
- Assist in the development and dissemination monthly newsletters for program participants (5%).
- Other duties as assigned (5%).

Position Requirements (Minimum Knowledge, Skills and Abilities Required):

- Appreciation for diversity.
- Ability to multitask and work in a fast paced environment.
- Excellent written and oral communication skills.
- Excellent interpersonal/customer service skills.
- Ability to organize, file, and maintain office documents.
- Ability to navigate online resources, journals, and research materials.
- Proficiency in Microsoft Word, Excel, Access, PowerPoint, and Outlook.
- Proficiency in Microsoft Publisher or Adobe Creative Suite is highly recommended.

Position Qualifications (Minimum Level of Education and/or Experience Needed To Be Successful):

- Student must maintain a minimum cumulative GPA of 3.0.
- Student should be of junior status or above and possess excellent interpersonal, communication, and customer service skills.
- Student must work well with diverse groups of people at all levels.
- Student must be responsible and able to work independently.
- Must be capable of managing multiple tasks; paying particular attention to detail.
- Must adhere to OMSS confidentiality policies.

Contact Information:

Eric Mata, Emata3@depaul.edu

STARS PEER MENTOR

General Summary:

A Peer Mentor in the STARS program serves as an academic mentor, an advocate, and a resource for ten to fifteen students that are assigned to them as Mentees. The Mentees are first year DePaul students that are either the first in their families to go to college, are from low-income families, or are students of color. The mentoring relationship lasts the entire year and the Peer Mentors must meet with each of their Mentees every other week as well as attend a weekly two hour staff meeting. A Peer Mentor in the STARS program should be looking for leadership development, one-on-one work with higher risk college students, and ongoing engagement with issues of social justice and diversity.

Principle Duties, Responsibilities and Other Job Related Information:

- (30%) Serve as a peer mentor to 10-15 incoming first year students while identifying and addressing the specific needs of students of color; making referrals when appropriate.
- (25%) Develop, coordinate and implement logistics for STARS social, academic, programs, events, and presentations both on- and off- campus.
- (10%) Attend and actively contribute to all weekly STARS meetings and maintain weekly contact with STARS leadership team through written reports.
- (10%) Maintain regular (in person, e-mail, or phone) communication with a cohort of designated mentees.
- (10%) Participate in required trainings and orientations (may include some evenings and weekends).
- (5%) Perform other duties as assigned.

Position Requirements (Minimum knowledge, skills, and abilities required):

- Excellent interpersonal/customer service skills.
- Ability to organize, file, and maintain office documents.
- Ability to multitask and work in a fast-paced environment.
- Appreciation for diversity.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- A clear understanding of and commitment to addressing issues impacting students of color, first generation college students and low-income students.

Position Qualifications (Minimum level of education and/or experience needed to be successful in the position):

- A commitment to academic excellence, demonstrated by maintaining a 2.5 G.P. A. or above.
- Knowledge of DePaul University resources and services.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Students hired to be Peer Mentors may not hold the following positions due to a conflict with peer mentor training: Discover Chicago Mentor and Resident Assistant.

Hour requirements/schedule:

- The student should be available for work 10 hours per week including some evening and weekend hours during the spring 2015, fall 2015 and winter 2016 Academic Quarters.
- Student must be willing to commit the position for spring training in addition to mentoring during the fall and winter quarter pending quarterly evaluations.
- Compensation for the position is \$2,750 stipend disbursed biweekly throughout the duration of the appointment
- Students must be available to attend training during the spring 2015 quarter (Fridays, 1-3pm and some Saturday obligations) and refresher training prior to the start of the Fall 2015 quarter (September 4 & 6 2015).
- Additionally students must be available to attend weekly staff meetings on Fridays from 1-3pm during the fall 2015 and winter 2016 Academic Quarters.
- Due to the nature of the position and requirements of your time, STARS Peer Mentors are unable to serve as Resident Assistants (RA), Discovery Chicago Quarter Mentors, nor participate in the McNair Scholars Program during the length of their contract.

Supplemental Documents (Required for Consideration):

- *The below documents should be submitted via the Campus Job Board, under "documents" tab.*

- Cover Letter – Please detail your desire to be in the position as well as any experiences you have that make you a good candidate for this position.
- Essay Question – Please respond to the following: Describe a time in which you had to overcome an obstacle as a student. What steps did you take in addressing that obstacle?

Contact Information:

Andrea Arzuaga

773-325-7325

OTHER POSITIONS AVAILABLE IN THE OMSS:

- College Transitions Intern (1)
For more information contact:
Jade Perry, Jperry30@depaul.edu
- College Transitions Intern(2)
For more information contact:
Andrea Arzuaga, Aarzuag2@depaul.edu
- Office Operations and Logistics Intern
For more information contact:
Nydia Santana, Nsantan1@depaul.edu

Office of Multicultural Student Success Website: <http://studentaffairs.depaul.edu/omss/>

OFFICE OF NEW STUDENT AND FAMILY ENGAGEMENT (NSFE)

CHICAGO QUARTER MENTOR (NEW APPLICANTS)

Position Description:

Chicago Quarter Mentors (CQMs) are an essential part of the Chicago Quarter Program and serve as a resource to new students through their transition to DePaul University. More specifically, Chicago Quarter Mentors, in partnership with the assigned Staff Professional, deliver the Common Hour component of the Chicago Quarter course. Chicago Quarter Mentors work collaboratively with faculty and professional staff members to plan, deliver, and facilitate the broader curriculum of the assigned course. Chicago Quarter Mentors also connect with new students as a peer resource, both inside and outside of the classroom.

Principle Duties, Responsibilities, and Other Job Related Information:

- Work with assigned staff professional to plan, facilitate, and review Common Hour lesson plans, including at minimum a one hour weekly one-on-one meeting.
- Maintain regular and responsive communication with assigned Chicago Quarter teaching team.
- Work collaboratively with the CQ teaching team to plan and coordinate course content and develop syllabus.
- Give priority scheduling to planning meetings with the CQ teaching team, outside of and in addition to required dates outlined below.
- Mentor new students by sharing your experiences at DePaul, connecting to resources appropriately, sharing information on co-curricular opportunities, and by offering peer support.

- Attend and participate in all Chicago Quarter meetings, trainings, and other programs. Required dates outlined below.
- Other related duties as outlined by the Office of New Student and Family Engagement.

Position Qualifications:

- All new applicants must attend an Information Session, complete an application, and (if invited) complete the interview process.
- Must be a currently enrolled full-time student with a cumulative grade point average of 2.5.
- All new CQMs must enroll in LSP 320: Peer Education & Theory for the 2015 Spring Quarter and LSP 321: Peer Education & Theory II for the 2015 Fall Quarter. Additionally, all new CQMs must be available for all required dates outlined below.
- Commitment to the mission of DePaul and the Chicago Quarter program.
- Interested in working collaboratively with University faculty and staff.

Work Schedule & Terms of Employment:

Mentors begin working in the spring quarter and are in the role until the end of the fall quarter. During the fall quarter, mentors are expected to work ten hours/week. This accounts for in-class time, pre-class preparation, and time outside of class reviewing student work. All required dates are outlined within this position description. If unforeseen circumstances arise and mentors are unable to attend a class or meeting, mentors must communicate in advance with their teaching team and New Student & Family Engagement. Specific Chicago Quarter class and teaching team assignments will be made in the spring.

Pay Rate:

Mentors are paid \$10/hour for the required trainings in April. Mentors are paid a \$1000 stipend for Best Practices and the fall quarter. Specific pay dates shared upon hiring.

Required Dates:

- CQM Training – April 18 & 19 / 9:00am-5:00pm
- LSP 320: Peer Education & Theory – Dates/times to be determined based on your Spring 2015 course schedule.
- Best Practices Conference – May 29 / 9:00am-3:00pm
- Discover Chicago Mentors
 - Pre-Immersion Meeting – August 27 / 9:00am-2:00pm
 - Immersion Week – August 31-September 4 / 8:00am-6:00pm
 - New Student Service Day - September 8 / 8:00am-5:00pm
- Explore Chicago Mentors
 - Great Starts Meeting – September 8 / Noon-5:00pm
- Chicago Quarter Course Days/Times and Explore Chicago Excursions – Placement in a CQ course will occur in early spring and will provide more specific details.
- One Hour weekly one-on-one meetings during the fall quarter (Time determined by Staff Professional & Mentor)

Application Process and Deadline:

To be considered for the position, all new applicants must:

- Attend an Information Session (see dates below).
- Submit a completed application on the Student Employment job board by January 23, 2015. Application includes uploading a PDF of your resume, please title the document "**YOUR LAST NAME, FIRST NAME Resume.**"
- Your GPA will be verified after you submit an application.

Interviews for qualified applicants will take place the week of February 16, 2015. Notification to all applicants will be made via email by March 16, 2015.

Information Session Dates & Times:

Information Sessions will last approximately 30 minutes.

Monday January 12

- LPSC Rm. 220 from 1-2pm

Tuesday January 13

- LPSC Rm. 220 from 10-11 am
- DePaul Center North Café from 5-6

Thursday January 15

- LPSC Rm. 220 from 5-8 pm from 6-7 pm

Friday January 16

- DePaul Center North Café from 12-1

Monday January 19

- LPSC Rm. 313 from 8-11 from 9-10 pm

Wednesday January 21

- DePaul Center North Café from 3-4
- LPSC Rm. 312 from 5-6 pm

Friday January 23

- LPSC Rm. 220 from 11-12 pm
- Munroe Hall Rm. from 3-4 pm

Supervision & Support:

Jalen Hamilton, Chicago Quarter Coordinator
New Student & Family Engagement
Jhamil18@depaul.edu / 773.325.7360

Toni Fitzpatrick, Associate Director
New Student & Family Engagement
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ORIENTATION LEADER

Job Description:

To help implement the Premiere DePaul orientation program, the Office of New Student and Family Engagement selects 24 dynamic and mature undergraduate students to serve as Orientation Leaders (OLs). Orientation occurs on various dates during summer 2015. Orientation Leaders play a critical role in implementing summer orientation and are a valuable resource to new students and their family members during the transition to college life at DePaul.

Duties:

1. Assist incoming students and their families through their personal transition to the DePaul community
2. Serve as a positive representative of the University and the Office of New Student and Family Engagement to new students, parents and University staff and faculty
3. Attend and participate in all spring and summer staff training sessions
4. Facilitate small group discussions about campus resources and transitional issues
5. Present information to large audiences of new students and/or parents
6. Promote interaction among new students during all aspects of the orientation program, including small group discussions, meals, informational sessions, tours, and evening activities
7. Supervise activities in the residence hall during orientation programs

8. Provide support for the academic advising process by assisting in the course registration lab, and answering questions related to requirements, electives, course loads and the quarter system
9. Work closely with all members of the orientation staff to prepare for, evaluate and implement all aspects of the orientation program
10. Provide administrative support for the orientation programs, including preparation of program materials
11. Provide support for Welcome Week events and activities

Qualifications:

- Display strong interpersonal, communication, and leadership skills and the potential to develop these skills
- Knowledge of and commitment to the mission of DePaul University and the goals of orientation
- Demonstrated time-management skills and flexibility, and ability to motivate self and others
- Ability to work well independently, as well as with a diverse orientation staff and groups of new students and parents
- Demonstrated enthusiasm for DePaul and the Chicago community
- Strong desire to learn about all of the resources, services, opportunities, policies and people at the University
- Enrolled full-time at DePaul at time of application and intend to be enrolled as a full-time student for Fall Quarter 2015
- Good judicial and academic standing with a cumulative grade point average of at least 2.5 and sophomore status as of fall 2015
- Graduate students, students studying abroad with a departure date prior to September 5, 2014, and students graduating in Spring 2015 are not eligible to apply

Hours:

Orientation Leaders are employed for a period of six months, beginning in April 2015 and ending in September 2015. The work schedule includes a formal training that consists of 4 specific dates during Spring Quarter and summer training from June 15-26. During summer orientation programs, Orientation Leaders work Monday-Friday with both day and evening work commitments. Orientation Leaders are required to live on-campus for a majority of the summer. Orientation Leaders will have some short vacation breaks, as well as weekends and some dates in between programs.

Orientation Leaders may not accept occasional or regular outside employment, enroll in summer quarter classes, or commit to any other engagements that will interfere with work during the summer orientation period. While individuals may apply for all positions, Orientation Leaders cannot be Resident Assistants, FYAS Mentors/Tutors, or Chicago Quarter Mentors for Discover Chicago.

Application Process and Timeline:

- Application Available Date: January 12, 2015
- Application Close Date: Wednesday, January 28, 2015
- Additional Application Requirements: Information Session attendance
- Interview Dates: Saturday, February 7, 2015
- Decision/Selection Date: Tuesday, March 10, 2015

Other Position(s) Available in the Office of New Student and Family Engagement:

- Welcome Week Coordinators
For more information contact:
Ziena Miller, Nmille26@depaul.edu

Office of New Student and Family Engagement website: <http://studentaffairs.depaul.edu/nsfe/>

OFFICE OF STUDENT INVOLVEMENT (OSI)

STUDENT INVOLVEMENT AMBASSADOR

General Summary:

Student Affairs is committed to transformative learning and the formation of Socially Responsible Leaders through all of our leadership positions. Selected students are asked to examine their development as leaders through the Socially Responsible Leadership framework (SRL) and to apply this understanding of leadership in their positions. A detailed description of SRL can be found at the following website: <http://studentaffairs.depaul.edu/sli/srlframework.html>

In addition, we hope that our student leaders will understand that they are a critical part of a larger community of leaders at DePaul and that they play a significant role in the work that we do. To this end, all selected leaders that have not yet held a leadership position in the Division are required to attend the SRL Common Experience retreat May 9-10, 2014. Please direct any questions regarding this expectation to the department to which you are applying.

Job Description:

Reporting to the Program Coordinator and Program Assistant for Student Organizations, the Student Involvement Ambassador is responsible for planning, executing, and event wrap up of annual events coordinated for student organizations. The Student Involvement Ambassador will also work to answer general questions for students looking to start or renew a student organization.

Primary Duties and Responsibilities:

This position is located in the Office of Student Involvement at both the Lincoln Park and Loop Campuses. The Student Involvement Ambassador will perform a wide range of duties, including but not limited to:

- Registration workshops
- Student Organization Leadership through Vincentian Engagement (SOLVE) workshops
- Planning, executing, and event wrap-up for annual events such as Student Organization Seminar (SOS), fall, winter, and category specific Involvement Fairs, OrgConnect and subsequent student organization trainings, and programming for the Advisor Network at DePaul.
- The position works 15 hours a week and is off during holiday breaks, midterm (if needed), and finals week.

The Student Involvement Ambassador has the following responsibilities in addition to the duties listed above:

- Customer service to students, faculty, and staff members
 - Communicating with students who have questions regarding their student organization's registration and/or leadership
 - Scheduling one-on-one meetings with students during office hours

- Responding to phone calls and emails in a timely manner
- Collaboration with the marketing team on social media, flyers, and posters for events
- Process registration and renewals during the April-September student organization registration window.
- Approve calendar requests and assist student organizations with a variety of OrgSync functions.
- Become an expert in navigating OrgSync and completing necessary functions listed above.

Preferred Skills/Characteristics:

- Excellent communication skills
 - Written
 - Oral (able to speak to large groups of 250+ students, faculty, and staff)
- Creativity

Minimum Knowledge, Skills, and Abilities Required:

- Initiative
- Ability to work autonomously in a flexible and dynamic work environment
- Ability to manage both classroom and Student Involvement Ambassador responsibilities
- Ability to manage multiple tasks effectively
- Comfort with technology; able to pick up new technologies quickly
- Detail oriented and organized
- Effective communication and professionalism with students, faculty, staff, and administrators

The Student Involvement Ambassador must be able to follow up with a variety of student organizations and individuals for event planning and other related tasks. The Student Involvement Ambassador must also be highly organized and have a willingness to learn new tasks while communicating with associates on all levels.

Qualifications:

- Full-time enrollment in an undergraduate program of study at DePaul University is required.
- Upperclassmen status is preferred.
- Student Involvement Ambassador must have had previous involvement or be currently involved with a student organization and/or hold a student leadership position on campus.

Compensation: Student Involvement Ambassador will be paid biweekly for a total of 11 weeks/quarter.

Submit: Résumé and Cover Letter

Application Process and Timeline:

- Accepting applications during winter term.
- Interviews will be during the last week of winter term.

Candidate will be hired before the end of spring quarter and will begin reporting to work the first week of September 2015.

Contact Information:

Lindsay Ritenbaugh, Program Coordinator for Student Organizations:
lritenba@depaul.edu

Office of Student Involvement website: <http://studentaffairs.depaul.edu/involvement/index.html>

STUDENT LEADERSHIP INSTITUTE

LEADERSHIP DEVELOPMENT COORDINATORS

Contact SLI for more information: 773-325-4658

UNIVERSITY MINISTRY

DEPAUL COMMUNITY SERVICE ASSOCIATION (DCSA) COORDINATOR

General Summary:

The DePaul Community Service Association (DCSA) Coordinators (students of all faith and spiritual traditions) commit to service, spiritual growth, advocacy, and community building. DCSA will invite 50 Coordinators (2 per DCSA organization) for 2014-2015 academic year to model the spirit of Vincentians In Action (VIA) as St. Vincent once said, "...in words and works" for the DePaul community. Each DCSA Coordinator will support their DCSA organization's weekly commitment to service and reflection through a combination of 1-on-1 meetings with their Co-coordinators and Senior Teamer, by attending weekly VIAs, monthly VIA Big 8s, the annual VIA Fall Retreat, and by mentoring their organizations' membership. As a Coordinator, you can expect to commit 4-6 hours a week. DCSA Coordinators receive a St. Vincent de Paul Scholarship for their commitment.

DCSA Student Organizations:

Achieving Immigrant Rights and Equality (AIRE)
Amnesty International
Community Action for Nutritional Support (CANS)
Computer Literacy In our Community (CLIC)
DePals
DePaul Elderly Care (DEC)
DePaul Generation Connections (DPGC)
DePaul Restorative Education and Mediation (DREAM)
DePaul Volunteers Supporting Youth (DVSY)
DePaul's Voices for the Animals (DVA)

Environmental Concerns Organization (ECO)
Higher Objective to Promote Education (HOPE)
Hoops & Hopes at St. Angela's
Hoops & Hopes at the Kelly YMCA
Individuals Nurturing Students Positively In Rigorous Education (INSPIRE)
Leading Imagination and Fun Education (LIFE)
Realizing Education And Dreams thru Stories (READS)
RefugeeOne (RO)
St. Angela's Mentoring Inspiring and Leading Education (SMILE)

Application process and timeline:

Information Sessions January 2015
Application Due: Friday, February 20th 2015

Contact Information:

Rubén Álvarez Silva Ministry Coordinator
rsilvaal@depaul.edu
(773) 325-1193

SERVICE IMMERSION TRIPS AND TRIP LEADERS

General Summary:

Each year over 160 DePaul students choose to dedicate their Spring or Winter break to service, reflection, simplicity, community, spirituality and social justice during a Winter or Spring Break Service Immersion. Alternative Break Service Immersions provide DePaul students the unique opportunity to work, live, and build relationships with over 17 marginalized communities throughout the United States and the Americas during Winter or Spring Break. As a Vincentian in Action you could spend your week working with the homeless in Los Angeles, repairing and building homes in Appalachia, learning about Civil Rights in Montgomery, living simply in El Salvador, and much more. You will have the opportunity to dive deep and get to know other DePaul students while traveling to new places. "What must be done?" is our Vincentian question. Come be a Vincentian In Action as you serve, build community, cultivate social justice and simplicity, and grow spiritually.

Spring Break Service Sites:

- Building Projects in Appalachia – Cranks Creek, KY
- Rural Southern Community / Education – Okolona, Mississippi
- Faces of Urban Ministry – Philadelphia, PA
- Civil Rights Movement Multi-generational Service – Montgomery, AL
- Women and Homelessness – Washington, DC
- Rebuilding of New Orleans – New Orleans, LA
- Youth and Urban Education – New York City, NY
- Vincentian Healthcare & Education – Bladensburg, MD
- Ozanam Center for Service Learning – Cincinnati, OH

Application Process and Timeline:

- Information Sessions October and November 2014 (*must attend to receive application)
- Priority Deadline November 19, 2014
- Application on OrgSync Due January 9, 2015

Winter Break Service Immersions:

- San Salvador, El Salvador
- Bogota, Colombia
- Denver, CO
- Los Angeles, CA
- Tuba City, AZ -- Native American Reservation
- St. Louis, MO – First Year Immersion Vincentians in the Lou
- Chicago, IL – First Year Immersion
- East St. Louis – First Year Immersion

Application Process and Timeline:

- Information Sessions January – March 2015
- Application on OrgSync Due May 6, 2015

Service Immersion Leader Application Process and Timeline

General Summary:

This position is based in the Vincentian Community Service area of University Ministry for 3-5 hours per week, not including preparation sessions with individual trip communities (pre-trip meetings). This position focuses on promoting and coordinating aspects of the Service Immersion Program as well as developing skills of networking, organization, verbal and written communication, reflection and leadership. This position liaises with students, faculty, staff and administration.

Duties:

Pre-trip (40%):

- Complete ISP 330 during Spring Quarter. PAX 250 Digital Story course also recommended.
- Organize and facilitate orientation, 3 preparation sessions with individual trip community (pre-trip meetings), Service Day (for Winter Break immersions) and a send off – These events require student leader to facilitate community building exercises, explain the philosophy of the service immersion program, design group expectations activities, collect forms, and field questions regarding immersion site, service, etc. (20%)
- Winter Trips will be responsible for a summer action plan with their groups to learn more about where you are going.
- Attendance is required at weekly meetings with Joyana and other student leaders to plan prep sessions, gain leadership skills, explore spirituality and Vincentian values, and organize fund-raising throughout the quarter prior to departure. (15%)
- Attendance is required at the following events through Students Affairs or University Ministry (5%)
 - **Vincentian Service Day** [Serve as a Team Leader]
 - **Student Affairs Common Experience Retreat** for NEW leaders to the division
 - **Fall VIA Retreat**
 - **Monthly VIA Big 8** meetings throughout the quarter prior to departure

During Trip (40%):

- Lead group through the VIA philosophy in prayer, service, Vincentian simplicity, and community living during the experience. Facilitate community building, mediate conflicts, implement disciplinary action if necessary (See Code of Student Responsibility) – and work collaboratively with staff mentor on strategies (20%)
- Oversee logistical aspects of immersion that include: scheduling, transportation to and from sites, expense logs, budget, daily student leader journal, building relationship with site partners, picture taking and other duties as needed. (10%)
- Keep notes on students who are exhibiting leadership qualities and act as responsible party for trip binder. Keep record of reflections that were used and submit them to the VIA compendium. (5%)

Post Trip (20%):

- Plan and facilitate post-trip reunion and separate gatherings with group. (5%)
- Facilitate 2 Post-Trip meetings and Post-Trip Action Plans. This may include a digital story. (5%)
- Recruit future Service Immersion participants. Promote immersion on Facebook. (5%)
- Complete all paperwork in binder, de-brief with immersion coordinator and complete all necessary requirements for ISP 330/331. (5%)

Qualifications:

- Previous participation in at least one DePaul University Ministry Service Immersion

- Ability to work collaboratively with University Ministry staff, faculty, administration, and fellow student leaders
- Ability to respond directly and effectively to supervision and feedback
- Intermediate to advanced understanding of service immersion program philosophy and VIA
- Successful completion of ISP 330/331

Hours:

- Spring Quarter ISP 330 Fridays from 9:00-12:00
- Weekly 1.5 hour leader meeting quarter prior to leading the immersion
- 3-5 hours weekly preparing for immersion group

Application Process and Timeline:

- The leader application is available through OrgSync in December and final deadline is Wednesday, February 11th, 2015.
- An interview time will be scheduled after application is submitted.
- Decision date is before Spring Break 2015

Contact Information:

Joyana Jacoby Dvorak
 Service Immersion Coordinator
 773-325-4772
jjacoby5@depaul.edu

For more detailed information, visit

<http://www.studentaffairs.depaul.edu/ministry/serviceimmersions.html>.

OTHER POSITION(S) AVAILABLE IN UNIVERSITY MINISTRY:

- **Vincent & Louise House Resident**
For more information contact:
 Katie Sullivan, Ksulli47@depaul.edu

University Ministry website: <http://studentaffairs.depaul.edu/ministry/>