

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

**General Description**

This position is part of the Schlegel Center for Service and Justice (SCSJ) Team working 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**

- **Supervising and supporting the Service & Justice Trips student leaders** as they work with community partners, recruit peers, develop formation, reflection and advocacy resources, track and report engagement. OR
- **Supervising and supporting the Communications Team:** including website, social media, digital signage, etc.
- Graduate Assistants will also attend or support the following programs as time and office priorities allow:
  - Service & Justice Trips program-over university breaks or weekends; Graduate assistants may support by participating in or coordinating student led trips.
  - Ignatian Family Teach-In for Justice, and other service, justice, and Ignatian advocacy programming.
  - SCSJ student leader formation (service, faith, justice, diversity, equity, or inclusion focused)
- To learn more about the SCSJ and our programs, see our website: [www.creighton.edu/SCSJ](http://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 \$1,150. 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 (with costs covered):
  - [Ignatian Family Teach-In for Justice](#) and other professional development at select conferences such as the [USCCB Social Ministry Gathering](#)

**Qualifications**

- Bachelor’s degree with a G.P.A. that meets the graduate school admissions requirement
- Knowledge of, experience in, and enthusiasm for service, faith, peace, justice, diversity and inclusion, and sustainability ministry programs
- Community-oriented, hospitable, strong in balancing multiple tasks, at ease working with diverse groups
- Excellent interpersonal and time management skills, ability to articulate own faith, 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 (start date between May 1 and August 1, 2023 and working through June 2025). 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 expected. This is a stipend based, not 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. Why do you feel called to become part of the Schlegel Center for Service and Justice 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? Give an example from your life to articulate your answer.
3. What does the Jesuit value of a “faith that does justice and reconciliation” mean to you?

SCSJ Applications will be processed on a rolling basis until the position is filled. Priority deadline is February 24, 2023. Candidates may be contacted for a phone/video interview after their cover letter and resume are received. 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 June 1, 2023. Start dates for academic programs vary.

For more information contact:

Kelly Tadeo Orbik    Associate Director    [kellytadeoorbik@creighton.edu](mailto:kellytadeoorbik@creighton.edu)    402-280-1293