Hiring Office: First and Second Year Advising (FSYA)
Position Title: Summer Graduate Intern, First and Second Year Advising
Dates of Engagement: May 9, 2016 – August 19, 2016 (start and end dates are negotiable)
Compensation: $12 hourly pay rate per week (~75 hours per two-week pay period) plus lunches provided during first orientation program days and select training dates. This is a full time position.
Reporting to: Joe Drake, Assistant Director, First and Second Year Advising

The two Graduate Interns for First and Second Year Advising will serve as part of the FSYA team during the summer of 2016. Primary responsibilities include support for the administrative and academic programming components of Loyola University Chicago Orientation (LUCO). This professional experience provides opportunities in program planning, design and implementation; database and technical management; academic advising, and administration of both academic support initiatives and orientation programs.

Duties and responsibilities of this position include, but are not limited to:
- Coordinate the production of customized academic advising information packets for incoming students.
- Serve as an FSYA liaison to LUCO staff and Hub advisors to ensure clear communication of up-to-date student information for each orientation program, including registration, academic interests, and placement testing.
- Manage change of registration web site, facilitating requests as appropriate.
- In collaboration with full-time staff, plan, attend and help facilitate small group advising sessions.
- Produce orientation-related materials used to directly support advisors and students.
- Provide logistical and administrative support for advisors and students during actual registration process.
- Meet weekly and actively collaborate with the First and Second Year Advising team to provide recommendations and achieve ongoing process improvement.
- Serve as a resource for students, orientation leaders, and parents regarding Loyola services and resources.
- Assist staff with administrative tasks and correspondence.
- Explore additional opportunities that may be available based on the individual intern’s interests, abilities, and FSYA’s needs.
- Other duties as assigned.

Qualifications for this position include, but are not limited to:
- Bachelor’s degree required.
- Previous experience and/or professional interest in academic advising, college orientation/event coordination, and/or student affairs is strongly preferred.
- Proficiency and comfort using programs and functions associated with Microsoft Office and PeopleSoft.
- Comfort and trustworthiness working with large data sets and sensitive personal information.
- Exceptional attention to detail.
- Proficiency working with college students in individual and group settings.
- Excellent written and verbal communication skills.
- Appreciation for Jesuit education traditions.

Interested parties should contact Joe Drake (jdrake1@luc.edu) with questions and/or application materials.

First and Second Year Advising encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in these offices as well as throughout Loyola University Chicago.