Student Team Leaders 2019-2020 Position Description

Grounded in Jesuit values and Catholic social principles, the Schlegel Center for Service and Justice (SCSJ) is committed to building a community of faith, service, and justice. The SCSJ, a department of Mission and Ministry, is open to student workers and volunteers of all backgrounds. SCSJ student team leaders become knowledgeable about the work of the SCSJ and the needs, gifts and opportunities of the broader Omaha community. They coordinate weekly local service; act as liaisons to other student, campus and community groups; represent SCSJ at university functions; help with office duties; and often initiate, organize and lead special projects and advocacy efforts. The position exists to empower students to facilitate, extend and deepen the service, faith and justice mission of Creighton University. There are paid and unpaid team positions available for approximately 25 students. Paid positions are open to both federal work-study and non-work-study eligible students.

Qualifications: The SCSJ is looking for responsible students who wish to deepen their understanding of justice issues facing the Omaha, national and global communities through personal development, formation and direct service. Students must be self-starters and able to complete projects in a timely manner either individually or as part of a larger group. Qualified applicants should have strong inter-personal skills and a positive disposition, as they will be representing the SCSJ in the Creighton and Omaha communities. Please see team descriptions for more detailed information.

General Responsibilities of Student Team Leaders
A commitment of approximately 10 hours per week through the following work:

1. 2-4 hrs/week: Staffing the front desk and assisting with programs.
   • Responding to walk-ins, phone calls and requests from campus or the community
   • Leading or assisting a specific office effort, e.g. posting fliers
   • On-going office projects and new-initiatives
2. 2-4 hrs/week: Work on particular team or special project such as weekly service (See Team Descriptions)
3. 2 hrs/month: Participation in monthly staff meetings and regular supervision meetings.
4. Occasionally (Once or twice per semester): represent the SCSJ at admissions events, open houses, or fairs held by other campus departments
5. All SCSJ Team Leaders formation:
   • Incoming/Returning 2019-2020 Student Team Leaders meetings April 9 & April 23, 2019 9-10:30 pm
   • Mandatory Week of Formation (Two-night, three day retreat August 11-13, 2019 and on-campus training August 14-15, 2019.)

Most hours are completed in Harper 2067 during normal business hours (Monday-Friday 8 am – 4:30 pm). Up to 4 hours per week may be completed in the community leading weekly service as we are able to schedule you. For paid students, wages are set according to the university minimum wage standard. We will be seeking several students who are able to work 10-20 hours per week.
**SCSJ Team Descriptions (Paid and Volunteer)**

**Office Specialists** While all team positions include office support work and hospitality, Office Specialists answer questions from phone calls or walk-ins, assist with numerous office upkeep tasks, and staff the SCSJ front desk while doing behind the scenes work to run our many great programs! We need help setting up for events, taking payments, copying, and so much more. Often you will work on smaller parts of a larger project so if you normally pay close attention to detail and have good follow-through skills, this team would be great for you.

**Communications Team** coordinates the marketing and promotion of the SCSJ and SCSJ events through various campus and electronic outlets. Team members should have a love for the SCSJ, and a desire to tell the SCSJ story to our various constituent bases through social media, print design, or our dynamic Wordpress-based website. Strong writing skills, experience with marketing, a graphic design ability, or photography/video skills are preferred but not required.

**Ignatian Advocacy Team (IAT)** plans justice education programming and legislative visits. This team also seeks to resource all SCSJ programs to help engage students in advocacy and organizing. Students may also volunteer with this team, focusing to lead efforts on one of the advocacy priorities: Migration, Sustainability, or Criminal Justice. We hope to inspire students to analyze, engage, and challenge the structural systems that often perpetrate injustice in our local, national, and international communities. **Ignatian Family Teach-in for Justice** (A major program of Ignatian Advocacy Team): Each November, Creighton students gather with thousands to remember six Jesuit Priests, their co-worker and her daughter who were killed in El Salvador in 1989. This team helps to facilitate the formation and logistics for this five-day experience in Washington, D.C., to learn and network with students from Jesuit high schools and colleges and have our Creighton voices heard by speaking with congressional representatives on Capitol Hill during an advocacy day.

**“Pro-Fun” Promotions/Fundraising Team** Before fall break, this team helps staff tables on the mall and promote SCSJ events at student organization meetings and at RSP classes. After fall break, this team primarily works on a variety of efforts (especially the February auction) to raise money to support SCSJ programming, including need-based scholarships for Service & Justice Trips participants and host site donations. Team members should possess the skills to perform a variety of tasks: social skills to staff tables and make phone calls or visits to talk with donors/businesses, writing skills, and detail-oriented work such as tracking information in Excel spreadsheets. We meet weekly as a team. No experience necessary. Self-motivation is a plus!

**Service & Justice Trips Support Team** Students who have participated in or lead a Service & Justice Trip work to support the Service and Justice Trips Core Team and staff members. These students help to get materials ready for information meetings, formation meetings, send-offs and reunions. If you are detail oriented and like helping to support 400 students per school year participate in service and learning over a week-long break this team might be for you.

**Weekly Service Coordinators** Students lead other students in local Omaha-Council Bluffs area community service. These students will have one or more weekly sites. Student leaders will: maintain communication and clarify expectations with our community partner; promote and recruit student participants; transport students weekly; keep records of participation; and facilitating Ignatian reflection following each service engagement. Students who lead weekly service should have a valid driver’s license, a good driving record and will complete the Creighton vehicle safety training if you have not done so.

**Team Arrupe** This collaborative team seeks to animate the Creighton campus to serve, accompany and advocate for migrants, as Pope Francis and Jesuit Refugee Service have called us to do. Possible roles include promoting and coordinating local service with the Omaha refugee community through work with either Lutheran Family Services (LFS) or the Omaha Public Schools Refugee Education Program, as well as other community partners serving migrants. Other major components will include planning campus events to educate about refugee and immigration issues, attending local community meetings, educating campus about the realities of those forced from their homes, and helping to reinforce a network on campus to better meet the needs of these new Nebraskans.
Short Listing of Proposed EDGE INTERNSHIPS (~20 HOURS PER WEEK)

**Social Ministry Intern: Ignatian Advocacy Team Focus (Summer, 2019-2020)**
The position of Social Ministry Intern will help the SCSJ to enhance the current work of the Ignatian Advocacy Team. This position will work to resource our many programs with advocacy actions and resources. This intern will also help facilitate justice education programs and legislative actions.

**Local Community Engagement Intern (Summer 2019- Fall 2019)**
This position will help the SCSJ to create, enhance, and maintain a positive presence in the community. Intern will work closely with the Program Manager to prepare for the 2019 Service and Justice Volunteer Fair. Attention to detail and strong follow-through skills required. Intern will act as a liaison to other student, campus, and community organizations; represent SCSJ at University functions; and often initiate, organize, and lead special projects and advocacy efforts. May include opportunities to lead community service and community orientations throughout the school year.

**Graphic Design and Marketing Specialist (Summer 2019, 2019-2020)**
This position will help the SCSJ promote and report on SCSJ sponsored and supported events. This intern will work closely with SCSJ Professional or Graduate Staff to make the efforts of the SCSJ visible through various on-campus and electronic means. Projects will include designing the office’s promotional material for the fall semester through: posters, social media engagement, newsletters, event programs, and digital signage. Students can specialize in graphic design or social media.

**Relationship and Data Management Intern (Summer 2019)**
The position of Relationship and Data Management Intern will help the SCSJ evaluate, record, and report on events sponsored and supported by the office. In collaboration with SCSJ Director and Associate Director, the SCSJ Relationship and Data Management Intern will compile, proofread, and submit reports. He or she will create, update and manage databases to report out student service hours and community partnerships.

**Additional opportunities:**

**Federal Work-Study in the Community**
We work with local schools and non-profits to place work-study students in the community. **All weekly hours will be spent off-campus at your placement, specifically tutoring reading or math at an elementary school.** If you qualify for federal work-study and have your own transportation that you can use to get to and from your assigned community partner this may be a great option for you.

**Summer Faith Justice Internships**
Ten week internships in Omaha and around the country. In the past we have had students in: Washington D.C. with the **Columban Center for Advocacy and Outreach**, and in Omaha with **Omaha Together One Community**. This program began in 2006 to partner students with other faith-justice initiatives around the country to focus on advocacy and organizing. You can apply through the SCSJ for additional financial support to help facilitate these internships. New in 2019 we will partner with the Kino Border Initiative in Nogales, AZ and Nogales, Mexico.