



Empowerment Pipeline

LOYOLA UNIVERSITY CHICAGO
HIGH SCHOOL OUTREACH

Empowerment Pipeline Intern 2019-2020 – Position Description

Thank you for expressing interest in applying for the Empowerment Pipeline Intern position for the 2019-2020 academic year. All applicants must complete the SDMA Leader Common Application form on LUCentral. All submission materials must include an application, resume, and letter of recommendation, information which will only be accepted through LUCentral using the following link: [HTTPS://ORGSYNC.COM/72155/FORMS/353600](https://orgsync.com/72155/forms/353600)

APPLICATION PROCESS

- **Priority deadline** for SDMA Leader Applications is Friday, March 1, 2019 (*applicants are prioritized in the recruitment process*)
- Final deadline for SDMA Leader Applications is Wednesday, March 6, 2019 by 12 PM
- Recommendation forms must be completed by one Loyola faculty, staff, or employed student-leader
- Recommendations are due by Wednesday, March 6, 2019 before 12 PM
- Interview Notification for candidates are Friday, March 8, 2019 by 5 PM
- Interviews will be scheduled between Monday, March 18 and Friday, March 29, 2019
- Applicants will be offered positions on Wednesday, April 3, 2019 by 5:00 p.m.

ELIGIBILITY REQUIREMENTS

- Full-time undergraduate enrollment at Loyola's Lake Shore or Water Tower Campuses
- Maintain a passion for college access and experience working with Chicago Public Schools
- Completion of at least two semesters of study at Loyola with a minimum 2.5 cumulative GPA
- Maintenance of good standing with the university (i.e., not on academic or disciplinary probation)
- Familiarity with the unique experience of underserved students in the Chicago Public schools, including but not limited to students who are Trans*, students who are gender non-conforming, multi-racial students, first-generation, students who are undocumented, students from low-income backgrounds, etc.
- Familiarity with academic, financial, co-curricular resources, and opportunities that promotes college access
- Preferred Qualifications: Experience working with the Empowerment Pipeline program as a volunteer Advocate

COMPENSATION

Empowerment Pipeline Interns are paid minimum wage on an hourly basis. There is an opportunity to complete certain hours between the Fall and Spring semesters within the role, which is ultimately based on the schedule of the candidate and involvement level in the role. Failure to meet the responsibilities of the position may result in termination or a prorated amount of the scholarship.

TERM OF POSITION

Thursday, August 22, 2019 – Friday, April 24, 2020

EMPOWERMENT PIPELINE MISSION

Empowerment Pipeline strives to address educational inequalities by empowering underrepresented students to pursue and complete higher education. By creating environments that promote educational access and success we interrupt the school-to-prison pipeline and provide opportunities for local underrepresented high school students to learn about higher education through mentorship, diversity awareness, and self-reflection.

Empowerment Pipeline aims to build confidence in students by:

- Validating and nurturing their social identities
- Exploring personal significance of higher education
- Analyzing challenges on the path of higher education
- Identifying ways to overcome those challenges

EMPOWERMENT PIPELINE RESPONSIBILITIES: The primary role of the Empowerment Pipeline Intern is to assist SDMA staff in promoting college access and student efficacy among students within the K-12 education experience. EP Interns are expected to recruit past and new Multicultural Learning Community residents as volunteers, who they will train and lead to run campus visits, panels, and programs with community high schools and non-profits. Additional work will consist of facilitating outreach to community schools and non-profits to raise awareness about the E.P. program, establish a campus-visit schedule for the E.P. team, coordinate the Overnight Program, and lead E.P. Advocate trainings/meetings.

TIME COMMITMENT

Being a E.P. Intern is a substantive yet manageable role with an *average* time commitment of **6 hours a week**. While the exact responsibilities may vary throughout the year, a typical week may involve the following tasks:

Recruit and Plan Trainings for new Advocates (includes weekly meetings)	1 hour
Weekly Office Hours	2 hours
Weekly Intern Meetings	1 hour
Bi-weekly 1:1s	1 hour
Prepare for Campus Visit and/or Overnight	1 hour
	6 hours

**Please note that the time commitment can increase to 10 hours on certain weeks with Campus Visits and/or the Overnight in March. These dates/times will be discussed in advance.

WEEKLY EMPOWERMENT PIPELINE MEETINGS

E.P. INTERN FALL 2019 STAFF MEETINGS

TBD by staff and Interns by Thursday, April 12, 2019

E.P. ADVOCATE FALL 2019 ADVOCATE MEETINGS

Every Thursday or Tuesday from 4-5 PM (TBD on April 12)

****Candidates applying for the E.P. Intern position must prioritize these times when scheduling classes/internship opportunities.**

E.P. 2019-20 SCHEDULE

Most E.P. visits take place on Tuesdays and/or Thursdays from 3-6 PM. We do get contacted by schools to do ad hoc meetings, panels, and presentation, which usually we say yes or no to depending on staff availability. More of the schedule will be determined in April and finalized at the start of Fall 2019.

MANDATORY TRAININGS AND IN-SERVICES FOR FALL 2018 AND SPRING 2019

SDMA Leader Retreat	August 22-24	Thursday-Saturday	LUREC departure 2:00pm and Loyola return 4:00pm
Fall Inservice	October 14	Monday	5:00-7:00PM
Winter Recharge	January 11	Saturday	9:00-5:00PM
EoY Celebration	April 15	Wednesday	5:30-7:30PM

***All of these dates may be subject to change due to unforeseen occurrences**

MANDATORY WEEK OF WELCOME EVENTS AND FALL/SPRING DEPARTMENTAL 2018-2019 EVENTS

Student of Color Reception	Tuesday, August 27	4:30PM – 6:00PM
LGBTQIA & Friends Reception	Thursday, August 29	5:30PM – 7:00 PM
One Love Open House	Friday, August 30	1:00 PM – 3:00PM
Desserts in December	Friday, December 5	5:00-7:00 PM
MLK Celebration	Wednesday, January 23	5:00p.m.-7:00p.m.
Social Justice Symposium	Saturday, March 14	9:00a.m.-5:00p.m.

***All these dates may be subject to change due to unforeseen occurrences. Changes will be communicated proactively.**

REQUIRED E.P. CAMPUS VISIT & OVERNIGHT DATES FOR 2019-2020

Social Justice Symposium

Saturday, March 14

9:00a.m.-5:00p.m.

Additional dates will be provided during the SDMA Leader Orientation/Meet and Greet in April 2019.

QUESTIONS?

For more information about the Empowerment Pipeline program, visit

<https://luc.edu/diversity/resources/empowermentpipeline/> or contact Hannah Goheen at hgoheen@luc.edu