



2019-2020 STARS Intern Job Description

Thank you for expressing interest in applying for the Students Together Are Reaching Success Together (STARS) Intern position for the 2019-2020 academic year. This year all applicants must complete the SDMA Leader Common Application form on LUCentral. All application materials include: application, resume, and letters of recommendation information which will only be accepted through LUCentral using the following link:

<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 11 and Friday, March 29, 2019
- Applicants will be offered positions on Wednesday, April 3, 2019 by 5:00 p.m.

ELIGIBILITY REQUIREMENTS

- Must have at least 1 year of SDMA Leader experience
- Full-time undergraduate enrollment at Loyola's Lake Shore or Water Tower Campuses
- Identify as either student of color and/or first-generation college student
- Completion of at least two semesters of study at Loyola with a minimum 3.0 cumulative GPA
- Maintenance of good standing with the university (i.e., not on academic or disciplinary probation)
- Familiarity with the unique college experience of underserved students, specifically students of color and first-generation college students, including but not limited to Transgender students, gender non-conforming students, multi-racial students, and students of all abilities.
- Familiarity with academic & co-curricular resources and opportunities available to students at Loyola

COMPENSATION

STARS Interns will be compensated by an hourly wage of \$11.50 per hour and work 7-10 Hours a week which will vary weekly/monthly due to STARS events, Mentor Meetings, and your Office Hours Schedule.

TERM OF POSITION

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

PROGRAM DESCRIPTION

Since 1986, the Students Together Are Reaching Success (STARS) program has supported the retention and success of Loyola students. The program connects first-year students, particularly students of color and first-generation college students, with successful upper-class students for individual and group mentoring. Mentors provide mentees with guidance and advice throughout the first year of college, and assist with their transition to campus life. In addition, mentees participate in academic, social, cultural, and leadership activities designed by the mentors to support and facilitate their mentees' success at Loyola.



The STARS program is funded with generous sponsorship from the Siragusa Family Foundation, a local family foundation committed to supporting Chicago-area organizations that focus on arts and culture, education, the environment, health, or human services.

INTERN RESPONSIBILITIES

The primary role of a STARS Intern is to assist the Coordinator in providing supervision and professional guidance to STARS mentors. Interns function in a variety of roles which include co-facilitating staff meetings, leading biweekly one-on-one meetings with 4-6 peer mentors, chair large scale STARS events, support monthly programs, and serve as a point contact to STARS LEAD students.

Contact with STARS Mentors

- Correspond with 4-6 assigned mentors at least biweekly (twice a month)
- Develop weekly staff meeting agendas and co-facilitate staff meetings with Coordinator
- Hold office hours (2-4 hours per week) to complete tasks that include but are not limited to: Evaluation Reports, staff meeting agendas, social media engagement, etc.

Administrative Tasks

- Develop monthly reports that highlight the overall concerns mentors and mentees are experiencing. The information from these reports will be shared at STARS Staff meetings.

Programming

- Provide supervision and support for the committees responsible for executing monthly community events for all mentees
- Will Chair large scale STARS Events such as: STARS Orientation, STARS LEAD, STARS Retreat, and STARS Banquet
- Participate on 1-2 SDMA Leader Committees that are responsible for Fall In-service, Winter Recharge, Mentorship Appreciation Lunch, Social Justice Symposium, and SDMA Leader Banquet

Meetings & Trainings

- Attend one-on-one meetings with Coordinator in the form of Supervisory Meetings
- Co-facilitate and participate fully in weekly team meetings with all STARS Mentors
- Attend all SDMA Leaders meetings and trainings, and any other events specified by Coordinator

Leadership

- Serve as an appropriate role model for mentors (academically, socially, virtually)
- Hold oneself and fellow mentors accountable to the expectations of the mentor role
- Create morale for the STARS team



TIME COMMITMENT

Being a STARS Intern is a substantive yet manageable role with an *average* time commitment of **10 hours a week**. While the exact responsibilities may vary throughout the year, a typical week may look like this:

Mentor biweekly one-on-ones	2-4 hours
Weekly Office Hours	2-4 hours
Mentor Staff Meeting	2 hours
<u>Community Event Committee Work</u>	<u>2 hours</u>
	10 hours

WEEKLY STARS STAFF MEETINGS

Mondays 4:00pm - 6:00pm (Tentative)

MANDATORY TRAININGS AND IN-SERVICES

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

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

WELCOME WEEK EVENTS AND SPRING EVENTS

Student of Color Reception	Tuesday, August 27	3:00p.m. - 6:00p.m.
LGBTQIA & Friends Reception	Thursday, August 29	4:00p.m. - 7:00p.m.
One Love Open House	Friday, August 30	12:00p.m. - 3:00p.m.
Desserts in December	Friday, December 6	5:00-7:00 PM
MLK Celebration	Wednesday, January 22	5:00p.m.-7:00p.m.
Social Justice Symposium	Saturday, March 14	9:00a.m.-5:00p.m.

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

REQUIRED STARS PROGRAMMING DATES FOR 2019-2020

Dates will be provided during the SDMA Leader Orientation/Meet and Greet.

For more information about the STARS program, visit www.luc.edu/diversity/programs/stars or contact Lisa Combs at lcombs@luc.edu