

Undocumented Student Programming (USP) Intern Description

Thank you for expressing interest in applying for the Undocumented Student Programming (USP) Intern position for the 2019-2020 academic year. All applicants must complete the SDMA Leader General Application form on LUCentral. All submission materials must include an application, resume, and a letter 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 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
- Completion of at least two semesters of study at Loyola with a minimum 2.5 cumulative GPA
- Good standing with the University (i.e., not on academic or disciplinary probation)
- Familiarity with the unique college experiences of underserved students, specifically undocumented students including but not limited to Trans* students, gender non-conforming students, multi-racial students, first-generation, etc.
- Familiarity with academic & co-curricular resources available to students at Loyola

COMPENSATION

Undocumented Student Programming Interns would earn hourly wages to be paid bi-weekly. Failure to meet the minimum responsibilities of the position may result in termination.

TERM OF POSITION

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

UNDOCUMENTED STUDENT PROGRAMMING MISSION

SDMA works to advance the recognition and appreciation of our diverse community, promote multicultural education across campus, strengthen the retention, access, and success of underrepresented students, and foster a supportive, inclusive environment for undocumented students and students from mixed-status households.

USP Intern Responsibilities:

Specific duties and responsibilities include:

- Website
 - Review and update content for the [Undocumented Student Resources](#) web page for the Department of Student Diversity & Multicultural Affairs (SDMA) at Loyola University Chicago

to highlight Chicago and Loyola policies, resources, and services for Dreamers and undocumented immigrants.

- Research Chicago-based universities and colleges to compare and review of resources and services available to undocumented students.
- Communication
 - Research pre-existing marketing for Undocumented Student Spaces on campuses to adopt for LUC closed-space for Undocumented students.
 - Facilitate regular and ongoing meetings of Undocumented and Proud student participants.
 - Meet regularly with the Director of SDMA to report on project progress.
- Training
 - Facilitate the 2-hour *Share the DREAM* Undocumented Student Ally Training. Update training curriculum as needed to students, staff, and faculty audiences.
 - Represent the student voice on the University DREAMer committee and attend regular meetings throughout the year.

EXPECTED COMMITMENT

Being a USP Intern is a substantive yet manageable role. While the exact responsibilities may vary throughout the year, a typical week may look like this:

- Updating and distributing weekly newsletter
- Preparing for Ally Training and outreaching to staff, student, faculty participants
- Staff Meeting with co-Intern and Supervisor
- Monthly representation on Loyola’s [Dreamer Committee](#)

Weekly USP Intern Staff Meetings

Candidates pursuing this internship must be prepared to make time to attend a weekly staff meeting with fellow intern and SDMA supervisor. These are 1-hour per week during the academic year.

USP Intern 2019-2020 PROGRAMMING SCHEDULE

Most [Share the Dream Undocumented Student Ally Training](#) sessions take place between Monday-Friday for a two-hour session. Often, these are either between 9-11AM, 12-2PM or 3-5PM at either of Loyola’s Lakeside campuses. As such, interns MUST ensure their availability for these times during the Fall & Spring semesters.

MANDATORY TRAININGS AND IN-SERVICES FOR FALL 2019 AND SPRING 2020

SDMA Leader Retreat	August 22-24	Thursday-Saturday	Noon Aug. 22 - 4:00pm Aug. 24
Fall Inservice	October 14	Monday	5:00-7:00p.m.
Winter Recharge	January 11	Saturday	9:00-5:00p.m.
SDMA Leader Banquet	April 15	Wednesday	5:30-7:30p.m.

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

MANDATORY WELCOME WEEK EVENTS AND FALL/SPRING DEPARTMENTAL EVENTS

Student of Color Reception	Tuesday, August 27	4:30p.m. - 6:00p.m.
LGBTQIA & Friends Reception	Thursday, August 29	5:30p.m. - 7:00p.m.
One Love Open House	Friday, August 30	1:00p.m. - 3:00p.m.
Desserts in December	Friday, December 6	5:00-7:00 PM
MLK Celebration	TBD	TBD
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 USP PROGRAMMING DATES FOR 2019-2020

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

Questions?

For more information about the USP Intern positions, visit <http://luc.edu/diversity/programs/> or contact Joe Saucedo at jsaucedo4@luc.edu.