Ozanam Scholars Program (Queens Campus)

Description of Services Provided by the Department: St. John’s University’s Vincentian Institute for Social Action (VISA) supports university-wide efforts to explore the causes of and develop solutions for poverty and social injustice throughout the world. The Ozanam Scholars Program, a program of the Vincentian Institute for Social Action, provides a platform for students to critically examine the systems that perpetuate poverty and take action to advance social justice globally. The GA will work with the scholars primarily on the Queens Campus.

PROGRAM THEMES:

Vincentian Leadership As Vincentian leaders, students deepen their understanding of, fulfill and promote the Vincentian mission. In the spirit of St. Vincent de Paul, Ozanam Scholars serve the disadvantaged and propose workable solutions at local, national, and international sites. In addition to service, students reflect on their experiences and discuss issues impacting those in need.

Global Citizenship As global citizens, students learn about the rights of all human beings and the factors which hinder human rights and human dignity. Scholars have the opportunity to explore different cultures by participating in local, national, and international experiences. Through these experiences, they gain an understanding of various groups in a global context and the role that each of us play in maintaining a just society.

Academic Scholarship Through academic study, scholars develop the skills to analyze social issues and propose workable solutions. Ozanam Scholars are required to minor in social justice, develop research projects and complete program specific classes. Guided by faculty, community leaders and noted experts, scholars develop their skills as leaders with the knowledge to confront social challenges and the confidence to effect positive change.

If the student’s learning experience is not related to the student’s field of study, please describe how the student will benefit from this Graduate Assistantship.
In connection to poverty alleviation, students will have the opportunity to develop program management and student leadership skills

Describe the major activities the GA will be involved with and evaluated on:

1. Responsible for the creation of research materials (PowerPoints, handouts) to support student acquisition of research skills throughout the Capstone Proposal and Capstone Research Project process. GA will also be responsible for co-leading research workshops and reflections, and reviewing student research, in collaboration with program faculty/administration, to support Scholar learning outcomes. GA will also be expected to accompany scholars on conferences and global research trips as needed.
1. Lead monthly student service reflections to engage Scholars in social justice discussions. Examples of reflection topics, discussions and questions can be provided as a guide, but the GA has flexibility in leading and creating questions appropriate for service reflection.
1. Assist with recruitment process by creating, organizing, and updating applicant list, screening applicants, reading application and participating in interviews.
1. Maintain student files in digital format and hard copy and assist in administering all aspects of programming for the Ozanam Program, including but not limited to performing tasks associated with bookings, reservations, invoices, travel, T&Es etc

Qualifications:

• Describe the type of graduate degree program related to the Assistantship being requested:
  Various degree programs can be applied to this assistantship.
• Completed a bachelor’s degree from an accredited college or university with a major in:
  Various degree programs can be applied to this assistantship
• Experience required: Enrollment in a graduate program at St. John’s University. This position requires driving of a University vehicle, with employment contingent upon satisfactory
results of a DMV check for driving record and a valid driver’s license. This position may drive from the Queens to Staten Island campus on occasion. A flexible schedule (some weekend and evening hours are required). Experience and/or ability to supervise university students. Proficiency in MS Office Suite. Ability to act professionally in a variety of situations (with students, faculty, administrators, and community partners). Ability to develop appropriate professional relationships with the University community.

**Compensation:**
- Stipend in the amount of $4000
- Tuition remission ☐yes

**Dates of Assistantship:**
- Start date: Fall, September 2022, End date: Spring, May 2022
- Hours per week 20 (excluding breaks, university holidays, evenings and weekends)
- (If the GA is required to be available during breaks and on university holidays it must be specified in the original contract-otherwise they are not required.)
- (Need to be available one week before and one week after the beginning/end of the semester-specify in the original contract-otherwise they are not required.)

**Contact to receive resumes:** Judsons@stjohns.edu