

Graduate Assistant for Alumni Memorial Union Student Engagement

Alumni Memorial Union

Marquette University

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Director, AMU. This individual is responsible for several on-going and short-term projects that advance the vision of the AMU, which include working with the AMU student leadership program on leadership development, employee engagement, and employment competency development of students, assisting with the fall Olson Leadership Institute, spring wellbeing leadership retreat, and the divisional student leadership awards.

The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory.

Specific Responsibilities

Alumni Memorial Union Leadership Development:

- Assist with creation, implementation, development, and assessment of student leadership development programming throughout the academic year, which includes weekly leadership curriculum and semesterly training
- Assist with annual event planning, logistics, and day-of support for All Staff, Olson Leadership Institute, End of Year Reception, and divisional student leadership awards
- Manage and lead the AMU Battle of Departments (BOD) efforts by creating events, activities, and publications and managing the leader board for AMU department engagement
- Lead, create, and distribute a monthly newsletter highlighting achievements, events, and happenings within all the departments under the AMU
- Work closely with Coordinator for Administrative Services on office tasks and any other event or department engagement activities
- Assist with the assessment and evaluation of the AMU and the effectiveness of meeting individual and organizational needs
- Supervise related student staff including goal setting and evaluating progress and performance
- Serve on the Division of Student Affairs Leadership Development Committee
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Student Engagement:

- Assist with MU Homecoming planning, execution of events, and assessment
- Lead and create required student organization training sessions
- Plan, lead, and execute the Spring wellbeing leadership retreat

Other:

- Opportunity for involvement in Association of College Unions International (ACUI) including potential local and national conference attendance

Qualifications:

- Currently enrolled (or acceptance for enrollment) into Marquette's Student Affairs in Higher Education master's program.
- Strong oral and written communication skills
- Strong project management skills
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university.
- Experience working with students from a variety of cultural and ethnic backgrounds.
- Availability to work some nights and weekends when needed to ensure a quality student experience is an expectation for the position.

Compensation:

This is a 20-hour per week position. Compensation includes a 12-credit tuition scholarship and stipend of \$17,600. *Stipend amount is subject to increase