Alumni Memorial Union
Graduate Assistant for Alumni Memorial Union
Fall & Spring 2011-2012

General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Director of Marketing & Programming for the AMU. This individual is responsible for several on-going and short-term projects that advance the mission of the AMU. The graduate assistant will develop and execute community building programs and will contribute to the leadership development of student managers in the AMU employment program. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University.

Specific Responsibilities

Programming
• Provide support for Annex programming.
  o Collaborate with the Assistant Director of Marketing & Programming in the AMU
  o Lead assessment and evaluation efforts for Annex programming, developing evaluation strategies, collecting data, and analyzing results.
  o Develop and execute one new program per year.
  o Provide on-site staffing and support for selected programs/events.
• Provide support for AMU programming.
  o Collaborate with the Assistant Director of Marketing & Programming in the AMU
  o Support community service efforts during Al’s Run and All Univ. Blood Drives.
  o Oversee and incorporate cultural awareness efforts into new and pre-existing programs/events
  o Provide on-site staffing and support for selected programs/events.

Leadership development
• Support student manager development efforts.
  o Assist in the development and execution of All Staff (all employee training day) each semester.
  o Assist in advising the Student Employee Coordinator with the Assistant Director of Marketing & Programming in the AMU
  o Meet weekly with the Student Employee Coordinator and Assistant Director of Marketing & Programming in the AMU
  o Attend weekly student manager meeting.
  o Develop training topics and head meetings on occasion for weekly student manager meetings
**Additional AMU Opportunities**

- Participate in the ACUI-Association of College Unions International and/or NACA-National Association of Campus Activities network(s). Attend the ACUI fall regional conference and/or NACA spring regional conference.

**Qualifications**

- Currently enrolled (or acceptance for enrollment) into a Marquette’s College Student Personnel Administration master’s program.
- Strong oral and written communication skills.
- Commitment to, knowledge of, and experience with multicultural education, community service programming, leadership development, and student activities.
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, program planning, and event management as well as experience working with students from a variety of cultural and ethnic backgrounds.
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

**Compensation:**

This is a 20 hours per week position. Compensation includes a 6 credit tuition scholarship and stipend $12,820.