General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Community Service Programs. This individual is responsible for working with the Coordinator, staff and students to promote intentional and sustainable community service projects that advance the vision of the Office of Student Development. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education, leadership development, multicultural education, and community service programs for students and student organizations. 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

Community Service Programs
- Serve as an advisor for student program assistants while working to inform the campus of service opportunities and resources, respond to inquiries around service, and maintain updated volunteer and contact information on nonprofits.
- Engage students interested in leadership through service as the Center for Community Service’s “Street Team”.
- Assist program assistants and the street team in coordinating service events, including Senior Citizens Prom, MLK Day, Restoring Communities, Make a Difference Day, etc.
- Serve as primary advisor for marketing and outreach for Social Entrepreneurship programs.
- Work with Coordinator to provide support to the Hunger Clean-Up student planning team.
- Coordinate and provide on-site staffing for community service programs / events.
- Review and enhance use of database / registration systems such as File Maker Pro and Survey Monkey.
- Serve as a liaison to student organizations interested in community service.
- Serve as a member of the Department’s Community Service Thematic Work Group.
- Assist in assessment and evaluation efforts for service programming, developing evaluation strategies, collecting data, and analyzing results using the latest, available technologies.

Qualifications
- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
- Preference will be given to students pursuing a Master’s degree in college student personnel, educational leadership, counseling, or related field.
- Commitment to, knowledge of, and/or experience with community service programming, leadership development, multicultural education, and student activities.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in community service, service learning, or volunteer programs, as well as experience with program planning, event management, and working with students from a variety of cultural and ethnic backgrounds.
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university in an urban environment.
- Strong oral and written communication skills.
- Ability to build and maintain good working relationships with student and professional staff.
- Ability to identify action steps, establish priorities, remain flexible, engage problem solving skills, and evaluate contexts throughout the development and implementation of programs and processes.
- Availability to work some nights and weekends when needed in order to ensure a quality student experience- this is an expectation for the position.

Remuneration
- $13,200 stipend for 9-month term.
- Tuition scholarship of 12 graduate credits from the College of Education.