General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week supporting the efforts of the Academic Advising Center (AAC) and the Industry Relations (IR) office within the Opus College of Engineering (COE) and reports jointly to the Directors of these programs. The AAC provides undergraduate students with guidance to establish and realize their academic goals, complementing the role of the Faculty Mentor. The IR office offers professional development education, career advising, and supports industry partners who recruit engineering students for internships, co-ops and full-time employment.

The Graduate Assistant is responsible for several on-going and short-term projects that support, enhance and improve our service to our students in the COE. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University.

Specific Responsibilities
- Professional Development Education
  - Serve as a Teaching Assistant (TA) for the Engineering Professional Development Course
- Industry Programs and Events
  - Assist with planning, developing, and executing recruiting programs and industry events
- Academic Advising
  - Advising Support – Assist with academic advising of approximately 1000 undergraduate engineering students and with data collection and analysis to assess effectiveness
  - Probation Support – Provide coordination of resources and support for students on academic probation
  - Tutoring Support – Work with Engineering Honor Societies to coordinate and assess current process and propose improvements for one-on-one tutoring services to engineering students
- Student Communication
  - Duties may include creating content for web and developing social media communication strategy
  - Student Organization Liaison
- Perform other duties as assigned related to college events and support

Qualifications
- Currently enrolled (or acceptance for enrollment) in a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
- Strong oral and written communication skills
- Commitment to, knowledge of, and/or experience with student support and development activities
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position

Remuneration
- Standard Graduate Assistantship Stipend (Current year stipend: $13,800 for 10-month term)
- 9 graduate scholarship credits per year