Alumni Memorial Union
Graduate Assistant for Alumni Memorial Union

General Description
The Graduate Assistant serves in one-year (renewable for a second year) appointment working approximately 20 hours per week and reports to the Associate 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 and the Division of Student Affairs. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University.

Specific Responsibilities

Division of Student Affairs Graphic & Marketing Office (15-hours):
- Assist in the supervision of student design assistants
- Coordinate printing and publicity requests submitted from Division of Student Affairs departments, outside partners and student organizations
- Assign and monitor project progress with student design assistants to ensure requests are met per instruction and by set deadline
- Lead monthly staff meetings with the student design assistants
- Maintain inventory for office print supplies
- Manage invoicing and overall print tracking for project requests
- Assist in the coordination of Alumni Memorial Union and Annex social media publicity plans
- Meet weekly with the Associate Director of Marketing & Programming and DSA Marketing Office Student Manager

University Information Center (5-hours):
- Assist in supervision of student informational specialists
- Oversee shift substitution tracking each semester
- Maintain and update UIC SharePoint site
- Meet weekly with the Associate Director of Marketing & Programming and University Information Student Managers

Other
- Help with AMU assessment process including evaluation and reporting to the AMU Leadership Team every semester

Qualifications
- Currently enrolled (or acceptance for enrollment) into a Marquette’s Student Affairs in Higher Education master’s program.
- Strong oral and written communication 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 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 12 credit tuition scholarship and stipend $15,650.

*Based on FY15 salary information. Subject to increase for FY16 and beyond.*

*2014-2015 academic year stipend amount. Graduate Assistantship positions and compensation are subject to change.*