Marquette University  
Office of Student Development  
Graduate Assistant for Intercultural Engagement

General Description  
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Dean for Intercultural Engagement. This individual is responsible for several on-going and short-term 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 multicultural and social justice education, peer education, leadership development, 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  

Student Programming and Engagement  
• Coordinate and implement Intercultural Engagement events and initiatives including, but not limited to: Town Hall Forums, Golden Roses Recognition, Civil Rights Pilgrimage.
• Assist with coordinating outreach, and providing advocacy and support for recognized student organizations (especially organizations involved with SIRCLES). Attend student organization meetings/functions as needed.
• Assist with advising and coordinating programs for SUSTAIN (i.e. Mentor development, planning discussion groups, success series, etc.)
• Assist with the planning and implementation of multicultural competence and inclusivity development opportunities, and diversity/social justice educational and training workshops for various student communities (i.e. iDialogue workshops, Inclusive Language Campaign workshops, other training curriculum development, etc.)
• Assist with evaluation efforts for Intercultural Engagement initiatives and administrative processes by developing evaluation strategies, collecting data, and analyzing results.

Center for Intercultural Engagement Management/Administration  
• Manage the operations and reservations procedures of the Center for Intercultural Engagement (CIE) (i.e. online reservation process and follow-up, supply and resource orders, cleanliness and maintenance follow-up, etc.)
• Develop and implement interactive and passive opportunities for campus community members to engage with the CIE space (i.e. CIE Open House, bulletin boards, etc.)
• Develop and implement an outreach/promotion plan for the programs and resources in the CIE.
• Coordinate assessment and evaluation CIE usage and its effectiveness of meeting individual and organization needs.

Other responsibilities:  
• Provide on-site staffing and support for select programs/events.
• Provide some supervision for student Program Assistants. Serve as a resource person around diversity and social justice
• Participate in Office of Student Development and/or Division of Student Affairs meetings, committees, activities, and programs.
• Assist with coordinating and maintaining communication strategies for Intercultural Engagement (i.e. listserv updates, social media management, website updates, blogging, etc.). Assist with the development and distribution of quarterly newsletter.

Qualifications  
• Period of employment: A nine- month period beginning August 1 - May 31 each academic year
• Currently enrolled (or acceptance for enrollment) into a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
• Preference will be given to candidates with at least two years of experience (including undergraduate experience) in multicultural and or social justice education/programming, student activities, leadership development, program planning, and or event management, as well as experience working with students from historically underrepresented
communities (i.e. students from underrepresented racial, ethnic and religious communities, students in the LGBTQ community, and first generation students)

- Demonstrates knowledge and ability related to diversity education and/or social justice education
- Strong oral and written communication skills; strong administrative and organizational skills
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university
- Ability to function well in and contribute to a professional environment that promotes teamwork, collegiality, communication and collaboration
- 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: $13,517 stipend for 9-month term)
- 6 Graduate scholarship credits per semester.