General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Campus Programs. 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 peer education, leadership development, intercultural engagement, 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

Campus Activities
• Work in conjunction with the Coordinator for Campus Programs to co-advises various late night programming groups, including Late Night Marquette Programming Project Team, MUSG After Dark commissioners, Winter Flurry planning team etc.
• Chair the Late Night Marquette Milwaukee Connection Project Team, working with staff and students to develop relationships with Milwaukee area businesses and attractions and promote community entertainment opportunities for students.
• Lead assessment and evaluation efforts for late night programming, developing evaluation strategies, collecting data, and analyzing results.
• Provide on-site staffing and support for selected programs/events.
• Assist with the development of promotional strategies for late night programming.
• Serve as a liaison to student organizations interested in sponsoring or co-sponsoring late night programs.
• Serve as a member of the Late Night Marquette Steering Committee.

Commuter/Transfer Students
• Co-advises the Commuter Student Association and provide support to their programs
• Continuously assess the needs of the commuter and transfer student communities on campus and develop appropriate programmatic interventions
• Work collaboratively with other campus departments to provide programs and services specific to the needs of these communities
• Assist with the planning and implementation of commuter and transfer student events during Preview, New Student Orientation and Winter Orientation
• Recruit, train, and co-advises students for a commuter peer mentor program

Qualifications
• 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
• 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.
Remuneration

- Standard Graduate Assistantship Stipend (Current year stipend: $13,517 for 9-month term).
- 6 Graduate scholarship credits per semester.