Marquette University  
Opus College of Engineering  
Graduate Assistant for Engineering Leadership Programs

**General Description**  
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Director of Engineering Leadership Programs in the Opus College of Engineering at Marquette University. This individual is responsible for several on-going and short-term projects that advance the vision of the Engineers In The Lead (E-Lead) program in the college. E-Lead is a three-year, curricular leadership program offered for undergraduate students enrolled in the Opus College of Engineering at Marquette University. E-Lead is a people-focused, technical leadership program centered on helping students learn to guide change, solve problems, and serve others. 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**
- Assist with administration of the Engineers In The Lead (E-Lead) program – a three-year, curricular, people-focused, technical leadership program offered for undergraduates in the Opus College of Engineering
- Serve as a teaching assistant and co-instructor for 1-credit courses offered in the program
- Assist with the planning and delivery of annual campus-based session of The LeaderShape Institute™
- Provide on-site staffing and support for selected events
- Assist with the development of promotional strategies and communication efforts for the program
- Maintain program website
- Assist with data collection and analysis for program learning outcomes assessment
- Lead assessment and evaluation efforts for the program, courses and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Perform other duties as assigned related to college events and programming

**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 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.
- Experience with The LeaderShape Institute, curricular leadership programs, and engineering/technical fields a plus
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

**Remuneration**
- Graduate Assistantship Stipend (Current year stipend: $13,870 for 10-month term).
- 12 tuition credits per year (6 credits per semester)

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