General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Director, Alcohol and Other Drug Prevention and Education Programs. This individual is responsible for working with the Director, staff and students to promote a comprehensive program of prevention strategies, environmental modifications, and programming interventions focused on creating a healthier and safer student experience and campus community. This individual is responsible for several ongoing and short-term projects that advance the vision of the Marquette University Medical Clinic (MUMC). Graduate student staff will be provided opportunities and are expected to contribute to other functional areas as determined by the Director and the priorities of the MUMC. 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

Peer Education
- Co-advice the MUMC Wellness Peer Educators and the Marquette Bystander Intervention Team
- Recruit, train, and support student employees and student volunteers
- Schedule educational programs, trainings, and outreach activities
- Assist in development and implementation of ongoing development plan for peer education programming

Presenting and Research
- Facilitate outreach programming related to alcohol use, harm and risk reduction strategies, other drug use and social norming
- Serve as a BASICS practitioner (Brief Alcohol Screening and Intervention for College Students) and CHOICES: A Brief Alcohol Abuse Prevention and Harm Reduction Program class facilitator
- Assist with assessment and evaluation efforts for programs and administrative processes, developing strategies, collecting data, and analyzing results
- Work collaboratively with campus, local, and state colleagues and agencies in an effort to generate resources, including but not limited to grant funding
- Assist in the development and implementation of a comprehensive prevention plan

Additional Responsibilities
- Provide on-site supervision for selected evening and weekend events and presentations
- Participate in MUMC and Division of Student Affairs committees, activities and programs
- Other duties as assigned as deemed necessary by the Director and priorities of the MUMC
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/or experience with prevention programming and/or health/wellness education, peer education, alcohol or other drug education, promotion and/or intervention, leadership development, multicultural education 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 affairs areas, and/or health education, as well as experience working with students from a variety of cultural and ethnic backgrounds.
- Availability to work nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

Remuneration

- Graduate Assistantship Stipend ($13,800* stipend for 10-month term)
- Tuition scholarship of 12 graduate credits (6 per semester)
  *2014-2015 academic year stipend amount; this amount is expected to increase 2-3% for the 2015-2016 academic year. Graduate Assistantship positions and compensation are subject to change