General Description
The Graduate Assistant serves in a two-year academic 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. The graduate assistant will develop and execute community-building programs that contribute to the leadership development of student managers in the AMU employment program. The graduate assistant will also be the primary administrative contact for the Commuter Student Association and programs developed for their benefit, retention and engagement in the Marquette University community. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University.

Specific Responsibilities

AMU Student Employment Program:
- Assist in the development and execution of All Staff (all employee training day) in the fall
- Assist in start of semester training of the AMU student manager team
- Lead one AMU student manager committee each year
- Lead 2-3 weekly AMU student manager meetings each semester
- Assist in advising the Student Employee Coordinator with the Associate Director of Marketing & Programming in the AMU
- Meet weekly with the Student Employee Coordinator and Associate Director of Marketing & Programming in the AMU
- Attend weekly student manager meeting
- Help to develop ongoing training and assessment of training for student manager team
- Participate in the ACUI-Association of College Unions International conferences as funding allows

Commuter Student Program:
- Plan and execute quarterly Commuter Connection events
- Coordinate an annual Commuter Student Appreciation Day
- Assist in advising the Commuter Student Association (8-10 students)
- Collaborate with Student Educational Studies for commuter focused activities such as Commuter Boot Camp during Orientation Week
- Oversee Commuter Student Email Distribution List and maintain a monthly events/information email communication
- Update Commuter Handbook as needed
- Develop a Commuter Student Engagement Program that encourages involvement and attendance at university events
- Cultivate a Commuter Mentorship Program
- Manage and update Commuter Student website with current news and involvement opportunities
- Oversee Commuter Student social media outlets
Qualifications

- Currently enrolled (or acceptance for enrollment) into a Marquette’s College Student Personnel Administration master’s program.
- 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.

Compensation:
This is a 20 hours per week position. Compensation includes a 6 credit tuition scholarship and stipend $13,800*.

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