Office of Student Development
Graduate Assistant for Greek Life
& Commuter/Transfer Programs
2011-2012

General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Dean for Student Involvement. This individual is responsible for several ongoing 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, multicultural education, 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

Greek Life
- Assist with advising, oversight, and administration of the organizations and activities in the Greek community.
- Participate in regular meetings with the Interfraternity Council, Panhellenic Association, and/or National Pan-Hellenic Council
- Assist with training for the IFC/Panhellenic Joint Judicial Board
- Assist with planning community-wide fraternity/sorority events, including Make a Difference Day and Greek Week.
- Serve as an advisor and resource for recruitment activities, including Panhellenic Association Formal Recruitment
- Assist with the development of leadership training programs for officers and other student leaders in the fraternity/sorority community.
- Provide on-site staffing and support for selected programs/events
- Lead assessment and evaluation efforts for programs and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Assist with the development of promotional strategies and communication efforts for programs, events and processes

Commuter/Transfer Students
- Co-advise 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

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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 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, Greek life, program planning, and/or 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

• $12,800 stipend for 9-month term.
• Scholarship of 12 graduate credits.