Office of Student Development
Graduate Assistant for Leadership & Assessment
2011-2012

**General Description**
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Senior Associate Dean of Student Development. 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, 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**

**Leadership Development**
- Assist with administration of the Students Taking Active Roles (STAR) Freshman Leadership Program and facilitate one weekly session of the program
- Serve on planning teams for departmental and/or divisional leadership programs (e.g. Student Leadership Summit, Women’s Leadership Conference, etc.)
- Assist with the development of leadership training sessions for student organization officers and other student organization leaders involved in planning events and activities
- Assist with the implementation of the annual Division of Student Affairs Student Leadership Awards recognition program
- In conjunction with the Assistant Dean for Student Involvement, supervise the Leadership Education and Development (LEAD) Center Student Manager and provide leadership training for the LEAD Center student staff
- Provide on-site staffing and support for selected programs/events
- Assist with the development of promotional strategies and communication efforts for leadership development programs, events and processes

**Assessment**
- Assist with data collection and analysis for departmental learning outcomes assessment
- Assist with data analysis and report creation for divisional and institutional assessment projects
- Lead assessment and evaluation efforts for leadership development programs and administrative processes, developing evaluation strategies, collecting data, and analyzing results

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