Graduate Assistant in MARQ Your Path

General Description

MARQ Your Path is a TRIO student support services program funded through the Department of Education. MARQ Your Path works with students with disabilities and low income students. The program serves 100 students each academic year, and provides services ranging from one on one supplemental advising to a peer mentoring program.

The Graduate Assistant in the MARQ Your Path program serves in a ten-month appointment working 20 hours per week and reporting directly to the MARQ Your Path Counselor. The assistant will be responsible for both short and long-term projects in the office that directly relate to ongoing services and program administration for program participants, and also provide direct service to students, their parents, and university faculty.

The ideal candidate will have some experience developing and implementing programming, and will be able to quickly assume all responsibilities related to this position in a professional manner that reflects the mission and ideals of Marquette University.

Specific Responsibilities

- Assist current students with questions, procedures, and resources
- Provide continuous updating and maintenance of the MARQ Your Path website
- Assist in facilitating MARQ Your Path new student orientation
- Assist in facilitating workshop series each semester
- Coordinate and assist with creation and distribution of monthly student newsletter
- Work closely with the MARQ Your Path Program Assistant in developing and implementing assistive technology programming
- Create program materials, such as forms, flyers, tracking sheets
- Provide guidance to undergraduate student workers on a variety of office tasks, providing supervision and monitoring of these tasks through completion
- Complete monthly tutoring tracking and space usage reports
- Assist in student data base management, including data analysis and reporting
- Participate in staff meetings and retreats, as needed
- Schedule appointments for the MARQ Your Path staff

Qualifications
• Currently enrolled in or accepted into a Marquette University graduate program. There is a preference for students enrolled in graduate programs based in the humanities (social work, counseling, psychology, education)
• Strong oral and written communication skills
• Computer literacy (well versed in the following: Microsoft Windows, word processing, spreadsheet manipulation, desktop publishing, and database management)
• Effective office, time-management, and organizational skills
• Ability to work appropriately with confidential student information
• Self-motivated
• Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.

Remuneration

Stipend: $13,000