General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Student Community Service Programs. This individual is responsible for working with the Coordinator, staff and students to promote intentional and sustainable community service 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, intercultural engagement, 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

Community Service Programs

- Serve as an advisor for student program assistants while working to inform the campus of service opportunities and resources, respond to inquiries around service, and maintain updated volunteer and contact information on community agencies.
- Assist program assistants in coordinating service events, including MLK Day, Make a Difference Day, etc.
- Work with Coordinator to provide support to the Hunger Clean-Up student planning team.
- Coordinate and provide on-site staffing for community service programs / events.
- Review and enhance use of database / registration systems such as File Maker Pro and Marquette Involvement Link.
- Provide oversight for Center for Community Service page of Marquette Involvement Link and publicize service events to campus community.
- Maintain online database of volunteer opportunities.
- Serve as a liaison to student organizations interested in community service.
- Maintain community service vans and address with student users inappropriate use of vans.
- Serve as a member of the Department’s Community Service Thematic Work Group.
- Assist in assessment and evaluation efforts for service programming, developing evaluation strategies, collecting data, and analyzing results using the latest, available technologies.

Qualifications

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
- Preference will be given to students pursuing a Master’s degree in college student personnel, educational leadership, counseling, or related field.
- Commitment to, knowledge of, and/or experience with community service programming, leadership development, intercultural engagement, and student activities.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in community service, service learning, or volunteer programs, as well as experience with program planning, event management, and working with students from a variety of cultural and ethnic backgrounds.
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university in an urban environment.
- Strong oral and written communication skills.
- Ability to build and maintain good working relationships with student and professional staff.
- Ability to identify action steps, establish priorities, remain flexible, engage problem solving skills, and evaluate contexts throughout the development and implementation of programs and processes.
- Availability to work some nights and weekends when needed in order to ensure a quality student experience- this is an expectation for the position.

Remuneration

- $13,517* stipend for 9-month term.
- Tuition scholarship of 12 graduate credits from the College of Education.
*2012-2013 academic year stipend amount; this amount is expected to increase 2-3% for the 2013-2014 academic year. Graduate Assistantship positions and compensation are subject to change.*