Marquette University
Office of Student Development
Graduate Assistant for Student Involvement and Greek Life

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 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, 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

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

Center for Leadership, Service, and Involvement Administration
- Manage procedures and operations for the Center for Leadership, Service, and Involvement (CLSI), including scheduling, supply orders, cleanliness and security, and office procedures (e.g. key check-out, computer use, resource check-out, room reservations, mail policies, staff communication, etc.)
- Assist in the creation and implementation of one-time and ongoing student employee training and development
- Work with student employee supervisors on communication between the Office of Student Development and CLSI
- Directly supervise office assistant staff to set goals, and evaluate progress and performance.
- Develop and implement a marketing plan for the programs, services, and resources of CLSI
- Assess and evaluate CLSI and the effectiveness of meeting individual and organizational needs

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
- Standard Graduate Assistantship Stipend (Current year stipend: $13,517 for 9-month term).
- 6 Graduate scholarship credits per semester.

*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*