



Marquette University
Office of Student Development
Graduate Assistant for Multicultural Affairs

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Dean for Multicultural Affairs. 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 multicultural and social justice education, peer education, leadership development, 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

- Work with the Assistant Dean, Coordinator, and other staff to coordinate and implement a variety of activities and events during theme weeks/months to promote awareness and appreciation (such as Hispanic Heritage, Pan-African Heritage, LGBTQ Awareness, Women's History, etc...)
- Assist with the development and implementation of social justice education and leadership opportunities for students (including, but not limited to, Social Justice in Action Conference, Civil Rights Pilgrimage, MLK Days of Engagement, etc...)
- Assist with the development and implementation of programs, in-service trainings, workshops and other leadership/support opportunities focused on social justice education, multicultural competence, and inclusivity development to address issues of privilege, oppression, intersections of identities (including but not limited to race, ethnicity, gender, sexuality, class, etc...) for students in various leadership positions
- Assist with the implementation of student support/mentoring programs and initiatives that provide support and advocacy for students from underrepresented racial, ethnic and religious communities, students in the LGBTQ community, and first generation students
- Actively engage with students and assist with providing advocacy and support to recognized student organizations as they plan events (especially organizations involved with the Multicultural Affairs Leadership Council). Attend student organization meetings/functions as needed.
- Coordinate and maintain communication strategies for Multicultural Affairs (i.e. listserv updates, social media management, website updates, etc...). Assist with the development and distribution of quarterly newsletter.
- Assist with administration and supervision of the Multicultural Center (MCC) and its resources.
- Provide on-site staffing and support for selected programs/events
- Assist with research, as needed, for the implementation of new programs and improvement of current programs. Conduct surveys and other data collection for assessment of current programs. Maintain archives, statistics and resources for programs and service initiatives
- Assist assessment and evaluation efforts for Multicultural Affairs initiatives and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Provide some supervision and serve as a resource person for student Program Assistants
- Participate in Office of Student Development and/or Division of Student Affairs meetings, committees, activities, and programs

Qualifications

- Period of employment: A nine- month period beginning August 1 - May 31 each academic year

- 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
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in multicultural and or social justice education/programming
- Experience with and /or knowledge of student activities, program planning, and event management, and or leadership development
- Direct or related experience working with students from traditionally underrepresented populations (i.e. students from underrepresented racial, ethnic and religious communities, students in the LGBTQ community, and first generation students)
- Demonstrates knowledge and ability related to social justice including, power privilege and intersectionality
- Strong oral and written communication skills; strong administrative and organizational skills
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university
- Ability to function well in and contribute to a professional environment that promotes teamwork, collegiality, communication and collaboration
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position

Remuneration

- \$13,200 stipend for 9-month term
- Tuition scholarship of 12 graduate credits from the College of Education.