



**Marquette University**  
**Office of Student Development**  
**Graduate Assistant for Campus Activities**

**General Description**

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Campus Activities. 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**

- Work in conjunction with the Coordinator for Campus Programs to co-advise various late night programming groups, including Late Night Marquette Programming Project Team, MUSG After Dark commissioners, Winter Flurry planning team etc.
- Chair the Late Night Marquette Milwaukee Connection Project Team, working with staff and students to develop relationships with Milwaukee area businesses and attractions and promote community entertainment opportunities for students.
- Lead assessment and evaluation efforts for late night programming, developing evaluation strategies, collecting data, and analyzing results.
- Serves as a programming liaison to Mission and Ministry in the planning and implementation of the universities Mission Week program.
- Provide on-site staffing and support for selected programs/events.
- Assist with the development of promotional strategies for late night programming.
- Serve as a liaison to student organizations interested in sponsoring or co-sponsoring late night programs.
- Serve as a member of the Late Night Marquette Steering Committee.

**Qualifications**

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
- Strong oral and written communication skills
- Commitment to, knowledge of, and 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**

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