



MARQUETTE
UNIVERSITY

Office of Student Development

Graduate Assistant for Student Organizations

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Student Organizations and Leadership. 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

Student Organization Administration

Provide support for the following student organization administrative processes:

- Student organization recognition and registration procedures and policies related to student organization activities
- Maintenance of student organization databases, files, and records
- Allocation of organization resources including offices and storage closets and soft drink products
- Serve as an advisor to Marquette University Student Government (MUSG) committees related to student organizations

Student Organization Programs

Assist with the development and implementation of the following student organization-related programs and functions of the Office of Student Development:

- Annual organization events including Organization Fest and awards reception
- Training sessions for student organization officers and other student organization leaders involved in planning events and activities
- Provide on-site staffing and support for selected programs/events
- Lead assessment and evaluation efforts for student organization programs and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Assist with the development of promotional strategies and communication efforts for student organization programs, events and processes

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, 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

- \$13,285 stipend for 9-month term.
- Scholarship of 12 graduate credits.
- *20012-2013 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.*