Program Assistant – Commuter Programs
Office of Student Development

General Description
The Program Assistant for Commuter Programs is a student staff member in the Office of Student Development. S/he is directly supervised by the Coordinator for Campus Programs. The Program Assistant for Commuter Programs is responsible for assisting with all aspects of creating and implementing a comprehensive undergraduate program at Marquette for commuter students. This includes but is not limited to the organization of the commuter lunches throughout the year, gathering input from Marquette commuters regarding campus/community programming needs on and off campus, assisting with the New Student Orientation Program for commuter students, and assisting in the design and implementation of assessment initiatives. This student must have an interest in giving Marquette commuters a quality experience at Marquette as well as keeping commuters connected to campus happenings.

As a staff member with the Office of Student Development, the Program Assistant for Commuter Programs will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in the office when needed. Members of the Office of Student Development perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities
- Participate in the development of new programs and services related to the Marquette University undergraduate commuter student experience
- Assist with the coordination of commuter preview and orientation programs
- Participate in the creation and maintenance of a “commuter student” e-mail list of all current, full-time undergraduate commuter students
- Assist in the development and implementation of assessment tools focused on assessing the experience of Marquette University undergraduate commuter students including focus groups
- Create and maintain a resource binder of materials relevant to the Marquette University undergraduate commuter student experience for use by students, administrators, faculty, and staff
- Assist with communication and collaboration with the Commuter Student Association (CSA)
- Produce and distribute a commuter student e-newsletter
- Assist with the maintenance and monitoring of the Commuter Student Lounge

Office of Student Development Responsibilities
- Maintain regular office hours (minimum 10hrs./week in the Office of Student Development)
- Schedule additional hours as appropriate to meet goals of the position and the office
- Attend all Office of Student Development staff meetings, training sessions, etc.
- Provide assistance to fellow Office of Student Development employees in developing programs and services designed to enhance individual and organizational leadership development
- Provide quality customer service to individuals or organizations using the Office of Student Development or its resources
- Meet regularly with supervisor to set goals and evaluate progress and performance
- Complete other duties as assigned
Qualifications

• Creativity, enthusiasm, willingness to learn
• Ability to work independently and accept individual responsibility for projects or assignments
• Willingness to learn about the Marquette University commuter student experience
• Strong presentation/public speaking skills
• Good standing with the University (both academic and disciplinary)
• Ability to collaborate effectively as a member of a team
• Ability to effectively represent the Office of Student Development to individuals, student organizations, and campus departments
• Computer skills (Macintosh, Microsoft Word, FileMaker Pro, Adobe Creative Suite) or ability and desire to learn

Remuneration

• Approximately 10 hours per week
• $8.60 per hour