The Program Assistant (PA) position is a student position in the Office of Student Development-Intercultural Engagement designed to provide students with programming and event planning, coordination, and implementation experience. The position also offers students an opportunity to learn more about the Catholic-Jesuit value of human dignity and social justice, while also fostering an appreciation for diversity and inclusion in a global context. The Program Assistant will also work closely in connecting first generation students and students from underrepresented racial, ethnic, gender, sexual orientation, sex, and religious communities to campus resources. Further, the Programming Assistant will assist students in having engaging and interactive relationships regarding diversity and inclusion at Marquette and in their respective communities.

As a staff member, the Program Assistant for Intercultural Engagement 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 office duties in the Center for Leadership, Service, and Engagement.

Eligibility
To be eligible for a Program Assistant position, students should be in good academic and disciplinary standing with the University. Program Assistants should be enrolled as a full-time student taking at least 12 credit hours per academic semester.

Interested applicants should have experience in event planning, student organizations, and/or hold other leadership experiences on campus. Students should be passionate about diversity and social justice and should demonstrate proficient skills necessary to interact with diverse populations on campus.

Though not specifically required, technical design experience regarding marketing, communication, and social media venues is appreciated.

Responsibilities
The Program Assistant position is a 10-hour/week-time commitment. These hours should be spent on-campus performing the essential responsibilities of the Programming Assistant job responsibilities. The Center for Service, Leadership, and Involvement (CLSI) also requires that Program Assistants work up to three of their 10 hours working in the CLSI. During this time, Program Assistants should assist students in the CLSI and manage the operations and functions of the CLSI.

The Program Assistant for Intercultural Engagement will also have the following job-specific responsibilities:
• Work as part of the Intercultural Engagement team to develop, implement, and evaluate programs and services under Intercultural Engagement’s core initiatives.
• Educate students and peers through intentional and passive programming and event planning.
• Encourage student leadership development and foster connections with cultural/special interest student organizations through attendance of student organization meetings and monthly SIRCLES (Students for Inclusivity, Resource sharing, Community, Leadership to engage in Social justice) meetings.
• Maintain and foster campus collaborations and partnerships with offices and departments critical to the success of students and Intercultural Engagement.
• Develop program and promotion plans (including conceptual design of publicity, correspondence regarding events, programs, services) for initiatives from Intercultural Engagement.
• Work with Event Management and other campus offices to reserve spaces and plan catering and other event logistics for Intercultural Engagement initiatives and programs/events.
• Maintain and update social media venues (Facebook, Twitter, Tumblr, Marquette Involvement Link) to keep students apprised of multicultural and leadership opportunities on campus.
• Serve as a staff member in the Center for Leadership, Service, and Involvement (CLSI) and provide assistance to students and student organizations using the CLSI.
• Attend weekly staff meetings as part of Intercultural Engagement team.

Renumeration
The Program Assistant is compensated at a rate of $8.60/hour.

Questions
For questions regarding the Program Assistant for Intercultural Engagement, contact the Office of Student Development at 414.288.7205 or John Janulis, Coordinator for Intercultural Engagement at john.janulis@marquette.edu.