Program Assistant for Late Night Programming
Office of Student Development

General Description
The Program Assistant for Late Night Programming is responsible for assisting with creating and implementing comprehensive Late Night programs at Marquette. The Program Assistant would be responsible for developing a calendar of semesterly Late Night events, reserving space in the AMU, the Recreation Center, and other campus locations to hold Late Night events, work with entertainers and agencies to book entertainment for Late Night programs, and collaborating with the Late Night Communications and Marketing Assistant and the Program Assistant for Web and Multi Media Development and Publications to promote Late Night programs.

As a staff member with the Office of Student Development, the Program Assistant for Late Night Programming 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 in the Office of Student Development when needed. This position should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities
• Assist the Coordinator of Campus Activities with the creation, development and implementation of Late Night Programs.
• Act as an onsite contact and advisor at Late Night Programs.
• Attend Late Night Steering and Program Planning Team Committee meetings.
• Assist in the advertisement and promotion of Late Night Programs; this may include promotion in display cases, table tents, web site, distribution of flyers and posters to on campus offices and off campus businesses and working with student organizations to promote Late Night Programming.
• Collaborate with Residence Life, Recreational Sports, MUSG, the Alumni Memorial Union and Union Sports Annex to plan campus wide Late Night Programs.
• Chair of the Milwaukee Connection Project Team as a part of Late Night Marquette.
• Manage the semesterly Late Night events calendar
• Create and manage an index database of Late Night materials
• Assist the Graduate Assistant of Campus Activities in recruiting, training and advising a Late Night Street Team of volunteers
• Other duties as assigned.

Qualifications
• Experience with and/or interest in student activities, programming, or leadership development
• Strong oral and written communication skills
• Strong organization skills
• Creative and resourceful
• Ability to work independently and accept individual responsibility for projects or assignments
• Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.
• Demonstrate understanding of the foundational purpose of Late Night programming

Remuneration
• Approximately 10-12 hours per week (flexible, some evening and weekend hours)
• $8.60/hour

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