Program Assistant – Student Organizations
CLSI Team
Office of Student Development

General Description
The Program Assistant for Student Organizations is a student staff member in the Office of Student Development and participates as a member of the CLSI Team. S/he is directly supervised by the Coordinator for Student Organizations and Leadership. The Program Assistant for Student Organizations is responsible for assisting with the management of the 270+ registered student organizations, consulting with new organizations, assisting with processing organization constitutions, event requests, and other paperwork, and implementing organizational development programs.

As a staff member with CLSI of the Office of Student Development, the Program Assistant for Student Organizations 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 CLSI and/or the Office of Student Development when needed. Members of the CLSI Team 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
Student Organization Administrative Support
- Update Marquette Involvement Link information for all registered student organizations, including contact data and registration information
- Assist in the development and dissemination of a handbook of policies and procedures for student organizations
- Maintain student organization files
- Assist with the allocation of student organization storage areas, and mailboxes
- Contact organization officers to communicate deadlines, decisions, and other information on behalf of the Office of Student Development and CLSI
- Assist with coordination of the annual student organization awards reception

New Organizations
- Consult with students working on constitution development and organization formation
- Maintain files for all student groups working through the organization approval process

Organization Development
- Assist in the development and implementation of the Organization Festival (O-Fest)
- Assist in the development and presentation of the Fall Student Organization Leader Institute
- Develop a series of training tools on a variety of topics for student organization officers and members (namely Marquette Involvement Link)
- Assess needs of student organizations
- Assist in the development and promotion of new programs and services for student organizations

Marketing and Design
- In coordination with the Coordinator for Student Organizations and Leadership, develop a comprehensive marketing campaign to increase site traffic to Marquette Involvement Link
- Create a suite of online resources for student leaders on the various tools within Marquette Involvement Link
- Work closely with the design staff to market student organization events and services (O-Fest, leadership trainings, etc.)

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

Qualifications
• Prior leadership and/or programming experience
• Good standing with the University (both academic and disciplinary)
• Strong critical thinking skills
• Ability to collaborate effectively as a member of a team
• Ability to work independently and accept individual responsibility for projects or assignments
• Strong oral and written communication skills
• Ability to effectively represent the Office of Student Development to student organizations, campus departments, and community agencies
• Creativity, enthusiasm, willingness to learn
• Computer skills (Macintosh, Microsoft Word, FileMaker Pro, Adobe PageMaker, Marquette Involvement Link) or ability and desire to learn

Remuneration
• Approximately 10-15 hours per week (up to 4 may be in CLSI during regular hours, 9:00am–9:00pm Monday–Thursday, 9:00am–4:00pm Friday, 1:00pm–4:00pm Saturday, 1:00pm – 9:00 P.M. Sunday
• $8.60 per hour