Graduate Assistant for Student Organizations & Leadership
Office of Student Development
Marquette University
***TENTATIVE POSITION***

General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Leadership Programming and Student Involvement. This individual is responsible for several ongoing 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, intercultural engagement, 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 in Marquette Involvement Link (MIL)
- 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 (O-fest) and awards reception (SOAR)
- 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

Center for Leadership, Service, and Involvement Administration
- Directly supervise Program Assistant staff to set goals, and evaluate progress and performance.
- Manage procedures and operations for the Center for Leadership, Service, and Involvement (CLSI), including scheduling, supply orders, cleanliness and security, and office procedures (e.g. key check-out, computer use, resource check-out, room reservations, mail policies, staff communication, etc.)
- Assist in the creation and implementation of ongoing student employee training and development
- Develop and implement a marketing plan for the programs, services, and resources of CLSI
- Assess and evaluate CLSI and the effectiveness of meeting individual and organizational needs

Leadership Programming
- Assist with implementation and development of STAR program including attending STAR retreat in September
- Provide on-site staffing and support for selected programs/events
- Assist in the implementation of other new leadership programs throughout the year
- Host leadership training seminars for departments and organizations on campus per request
**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**

- Standard Graduate Assistantship Stipend (Current year stipend: $15,650 for a 10-month term).
- 12 Graduate scholarship credits per year.