



## Student Success Graduate Assistant for the College of Business Administration & Graduate School of Management

### General Description

This assistantship will focus on student success aligned efforts offered by the Dean's Office and Business Career Center (BCC) including mentor programming, student-focused communications, direct student advising (academic and career) and other projects based on needs and best practices. Located in the new Swift Student Center – which is home to the BCC, Undergraduate Student Programming (Advising), and International Business Programs – this Graduate Assistant will support existing student-focused programming such as career education courses, mentoring programs and student communications, while also supporting new efforts that relate to the shared space and high-traffic, first floor location in the building.

### Specific Responsibilities

#### Career Development Support

- The graduate assistant will learn to serve students through appointments through individual training, observation and ongoing meetings with their supervisor. Appointment support will align with the LEAD career development courses as well as Business Career Center appointment service.
- Career course support including assignment feedback, grading and one-on-one student meetings.

#### Academic Advising & Retention Support

- Collaborate with the Assistant Dean on special advising and retention focused projects for current business students.
- Learn about business majors, course planning and academic-to-career focused information to best serve student needs throughout the academic year.

#### Mentoring Support – Peer & Alumni Mentoring

- The graduate assistant will have the opportunity to directly manage peer and alumni mentoring programs with staff supervision. Program administration includes publicity, student and mentor recruitment, matching administration and ongoing communications.

#### Communications

- Development of Business Career Center and/or college-focused newsletters with a student audience.
- Preparation of social media posts.
- Preparation of instructional materials and resources for the BCC website, events or courses.

#### Project-Based Opportunities

- Support to business student organizations.
- The graduate assistant will have the opportunity to support projects that emerge as needs or best practice research opportunities in support of student success and collaborations across the Swift Student Center.

### Qualifications

- Currently enrolled (or accepted for enrollment) in Marquette University's Student Affairs in Higher Education graduate program.
- Strong oral, written, and interpersonal communication skills.
- Excellent organizational skills, an ability to manage multiple priorities and a collaborative approach.

**Remuneration**

- \$17,100 stipend for 10-month term. (Aug.-May), 20 hrs./week. Due to the preparation needed for the start of the school year, the Student Success GA position will begin on Monday, August 5, 2024.
- Tuition scholarship of 15 credits a year.