

**Marquette University**  
**Alumni Memorial Union/Student Engagement**  
**Graduate Assistant for Campus Activities**

The Alumni Memorial Union (AMU) is a gathering place on campus for students, staff, faculty, alumni and guests. As Marquette University's student union, the AMU offers a space for the community to engage in campus activities, meet with others, seek out dining options, study with friends or simply hang out. The AMU houses Event Management Services, Union Station/Card Services (post office, bus passes, student/staff IDs, parking), a marketing office (with design and printing services), student organizations, campus activities and student government.

**General Description**

The Graduate Assistant for Campus Activities serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Student Organizations and Campus Activities. This individual is responsible for several ongoing and short-term projects that advance the vision of the AMU and Student Engagement Services. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education and leadership development programs for students and student organizations. Graduate student staff will be provided opportunities and are expected to contribute to other functional areas as determined by the Coordinator for Student Organizations and Campus Activities and the priorities of the AMU. 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**

*Campus Activities*

- Work in conjunction with the Coordinator for Student Organizations and Campus Activities to co-supervise the Campus Activities Board and Student Government program initiatives.
- Assist with the program planning, communication, and collaboration efforts designed to engage students in campus life throughout their time on campus.
- Assist with efforts to develop relationships with Milwaukee area businesses and attractions and promote community entertainment opportunities for students.
- Assist with efforts to assess campus programming, developing evaluation strategies, collecting data, and analyzing results.
- Provide on-site staffing and support for selected programs/events.
- Assist with the development of promotional strategies for Campus Activities Board programming.
- Serve as a liaison to student organizations interested in sponsoring or co-sponsoring Campus Activities Board programming.

**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 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 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 nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

**Remuneration**

- \$17,440 stipend for 10-month term
- Tuition scholarship of 12 graduate credits a year from the College of Education