

Graduate Assistant for Programming and Undergraduate Interns
Center for Urban Research, Teaching & Outreach (CURTO)
Marquette University

The Graduate Assistant will serve as the Coordinator of Programming and Undergraduate Interns for the Center for Urban Research, Teaching and Outreach (CURTO). The GA serves in a 10-month appointment working approximately 20-hours per week. The GA will report to the Director, and work in tandem to accomplish three core assistantship responsibilities. These responsibilities include:

• Hiring & Supervision

- Directly supervise undergraduate interns through regular one-on-one meetings, create
- semester workplans through Microsoft Planner, and evaluate progress and performance
- Assist with the interviewing, selection, and training of undergraduate interns
- Attend and actively support CURTO supervision efforts through monthly meetings with the Marquette Internships group facilitated by the Career Services Center
- Assist with review and revision of the Student Training Manual
- Maintain student intern database, files, and records in SharePoint/Microsoft Teams
- Lead assessment and evaluation efforts for student interns, developing evaluation strategies, collecting data, and analyzing results
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

• Programming

- Annual center events including Organization Fest (O-fest) and CURTO Fall KickOff/Orientation
- Serve as committee member and assist with planning and development of the Justice in Action Conference in collaboration with the Office of Engagement and Inclusion
- Facilitate CURTO-sponsored Soup with Substance events
- Assist with the development of promotional strategies and communication efforts
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

• Relationship building with key campus stakeholders

- Facilitate professional development opportunities (ex. resume review workshops, headshot workshops) in collaboration with the Career Services Center
- Maintain communication and formalize relationship with Urban Scholars Program and Honors Program
- Serve as an advisor to Marquette Votes and recruit ambassadors through Andrew Goodman Foundation and Campus Vote Project
- Develop and implement opportunities for collaboration with various campus departments and community partners
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Preferred Qualifications

- Direct or related experience working with students from traditionally underrepresented populations, e.g. underrepresented racial, ethnic and religious communities, undocumented, and/or first-generation students
- Experience (including undergraduate experience) in diversity, inclusion, and/or social justice education and programming
- Demonstrates knowledge and ability around topics related to social justice ideals and concerns, including, but not limited to equitable support for underrepresented and minority identities, issues with systemic and social power dynamics, reflection upon privilege and its impact, and the contexts and implications of multiple and intersecting identities

Benefits

- Awarded stipend of \$17,600 stipend for school year - graduate assistant can choose to work over the summer for an additional summer stipend of \$5,700 provided by CURTO.
- 12 tuition credits

CURTO “positions itself as an intellectual axis and key convener of programs that address issues central to affirming human rights and human dignity.” Toward that end, CURTO’s guiding values include, but are not limited to supporting student research, serving as a model for engaged scholarship, and strengthening relationships between Marquette and our local communities. Visit our website to learn more.