

Graduate Assistant for Student Leadership
Alumni Memorial Union
Marquette University

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 Student Leadership* serves in an academic year appointment working approximately 20 hours per week and reports to the *Assistant Director, AMU*. This individual is responsible for several on-going and short-term projects that advance the vision of the AMU, which include working with the AMU student employment program on leadership and employment competency development of students, assisting with the fall Olson Leadership Institute, spring wellbeing leadership retreat, and the divisional student leadership awards. The period of employment will extend over the course of the academic year and may possibly include times for personnel or student training and development of office initiatives prior to the start of classes and extending beyond the end of classes, as necessary. The *Graduate Assistant for Student Leadership* 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 Leadership Program

- Assist with implementation, development, and assessment of student leadership development programming throughout the academic year, which includes weekly leadership curriculum and semesterly training
- Provide on-site staffing and support for selected programs/events
- Assist with annual event planning, logistics, and day-of event management/support for All Staff, Olson Leadership Institute, spring wellbeing leadership retreat, End of Year Reception, and Graduating Seniors Reception, and divisional student leadership awards
- Serve on the Division of Student Affairs Leadership Development Committee
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Alumni Memorial Union Oversight

- Assist the Coordinator of Administrative Services with the management of procedures and operations for the AMU, including scheduling, supply orders, cleanliness and security, and office procedures (e.g. computer use, mail policies, staff communication, etc.)
- Assist in the creation and implementation of ongoing student employee training and development
- Assist with the maintenance of AMU student hiring, which includes recognition programs, FileMaker data, performance reviews, and much more
- Lead, create, and distribute a monthly newsletter highlighting achievements, events, and happenings within all the departments under the AMU
- Assist with the assessment and evaluation of the AMU and the effectiveness of meeting individual and organizational needs
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Supervision

- Directly supervise related student staff including goal setting and evaluating progress and performance
- Assist with the interviewing, selection, and training of student staff members
- Attend and actively support AMU supervision efforts (supervisor staff meetings, student staff trainings, etc.)
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

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 for weekly meetings and various events throughout the academic year

Remuneration

- Standard Graduate Assistantship Stipend (Current year stipend: \$17,100 for a 10-month term)
- 12 Graduate scholarship credits per year