

Marquette University
The Arrupe Center for Community Service & Social Responsibility
Graduate Assistant for Community Service: Outreach and Assessment

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Director of the Center. This individual is responsible for working with staff, students, and partners to promote intentional service experiences that promote a commitment to community service and social responsibility.

This individual will be the lead coordinator for Marquette Volunteer Corps (MVC), in which small teams of students volunteer weekly at a variety of local nonprofits. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education, leadership development, and justice-related engagement for students. 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

- Coordinate Marquette Volunteer Corps, a semester-long ongoing volunteer program that focuses on reflection and active citizenship.
- Recruit, select, supervise, and support volunteers and Team Leaders
- Design peer-led trainings and reflections and to support growth and leadership
- Collaborate with local nonprofits to support their social change mission, maintaining working relationships through site visits, phone calls and email communication. Develop new partnerships as appropriate.
- Maintain program logistics, including background checks, transportation plans, etc.
- Supervise student program assistants while working to inform the campus of service opportunities and resources, respond to inquiries around service, and maintain updated volunteer and contact information on community agencies.
- Assist in coordinating service events, including Make a Difference Day, Community Service Fairs, etc.
- Serve as a liaison to students and student groups interested in community service.
- Assist in assessment and evaluation efforts for service programming, developing evaluation strategies, collecting data, and analyzing results using the latest, available technologies.
- Collaborate with and support the Division of Student Affairs with events and programs as needed.

Qualifications

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
- Preference will be given to students pursuing a Master's degree in college student personnel, educational leadership, counseling, or related field.
- Commitment to, knowledge of, and/or experience with community service and justice programming, leadership development, intercultural engagement, and student activities.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in community service, social change work, service learning, or volunteer programs, as well as experience with program planning, event management, and working with students from a variety of cultural and ethnic backgrounds.
- Strong personal commitment to issues of equity and justice and educating students to be active citizens
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university in an urban environment.
- Strong oral and written communication skills.
- Ability to build and maintain good working relationships with students, professional staff, and community partners.
- Ability to work independently as well as collaboratively, identify action steps, establish priorities, remain flexible, engage problem solving skills, and evaluate contexts throughout the development and implementation of programs and processes.
- Availability to work nights and weekends when needed- this is an expectation for the position.

Remuneration

- \$20,000* stipend for 9-month term.

- Tuition scholarship of 12 graduate credits from the College of Education.
**Graduate Assistantship positions and compensation are subject to change*