General Description

The Graduate Assistant serves in one-year (renewable for a second year) appointment working approximately 20 hours per week and reports to the Associate Director of the AMU. This individual is responsible for several on-going and short-term projects that advance the mission of the Alumni Memorial Union and the Division of Student Affairs.

The AMU Graduate Assistant will primarily work in the DSA Marketing office overseeing the project request process and supervising a student staff. While not necessary for the position, someone with an interest in graphic design, creativity, and social media would do well in this assistantship.

The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University.

Specific Responsibilities

Division of Student Affairs (DSA) Marketing Office:

- Supervise the student design assistants and DSA Marketing office student manager
- Coordinate printing and publicity requests submitted from Division of Student Affairs departments, outside partners and student organizations
- Develop and maintain client communication between DSA Marketing office and campus
- Assign and monitor project progress with student design assistants to ensure requests are met per instruction and by set deadline
- Lead monthly staff meetings with the student design assistants and coordinate staff development outings each semester. This includes:
  - Reaching out to members of the MU community and outside of the university to come in as guest speakers
  - Developing monthly training plans with rotating content for each meeting
- Maintain inventory for office print supplies
Manage invoicing and overall marketing production tracking for project requests

Assist in the management of Alumni Memorial Union and Annex social media platforms, creating publicity plans, monitoring social media traffic and interactions

Meet weekly with the Associate Director of the AMU and DSA Marketing Office Student Manager

Other

Serve on the AMU’s All Staff planning committee responsible for developing our annual fall training day

Assist in updating and overseeing AMU website using Contribute website management software

Present on DSA Marketing office services at all Student Org 101 events

Opportunity for involvement in Association of College Unions International (ACUI) including potential local and national conference attendance

Option to serve on various Division of Student Affairs committees throughout tenure

Qualifications

Currently enrolled (or acceptance for enrollment) into a Marquette’s Student Affairs in Higher Education master’s program.

Strong oral and written communication skills

Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.

Experience working with students from a variety of cultural and ethnic backgrounds.

Availability to work some nights and weekends when needed to ensure a quality student experience is an expectation for the position.

Compensation:

This is a 20-hours per week position. Compensation includes a 12-credit tuition scholarship and stipend $16,730.00.