

2019-2020 Community Engagement Research/Graduate Assistantship

Work under the general supervision of the Executive Director (ED) of the Office of Community Engagement on university-wide assessment and evaluation of community engagement initiatives, including student service, community engaged-learning, experiential learning, and faculty research. The ideal candidate would also:

- Support the development of a faculty forum focused on community engagement in research, teaching, and service, to advance greater collaboration and information sharing among participants. Participates in meetings with the Executive Director
- Research trends in community engagement and align findings to Marquette's strategic engagement plan
- Supervise 3-5 student workers. Responsibilities include: monthly meetings, delegating tasks and ensuring attainment to goals
- Manage Executive Director's expense reports, P-cards
- Schedule meetings for Executive Director
- Arrange travel, lodging, reservations and secure all logistics for travel conferences and/or events
- Maintain budget and provide updated budget reports, as needed
- Order office supplies, as needed

Successful candidate will be expected to exhibit individual initiative, work independently; effectively communicate in both written reports and presentations; and possess attention to detail. Requires a Bachelor's degree in a related field, or 1-2 years of related experience. Must be willing to work flexible hours as necessary. Hourly wage: \$25 (up to 18 hours/week).

Anticipated start date: August 2019; Summer 2019 negotiable if interested