

Marquette University
Center for Community Service
Graduate Assistant for Community Service – Staff Manager and Special Events

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Director of Community Service. This individual is responsible for working with the Director, staff and students to promote intentional community service that promotes a commitment to justice and community engagement. This individual will focus on Center for Community Service events (Urban Connection, Make a Difference Day, Hunger Clean-Up, and Community Service Fairs) and serve as the Staff Manager, overseeing hiring, training, and evaluation of student employees. As part of a team of student development specialists, this individual may assist in the design and implementation of peer education, leadership development, intercultural engagement, and community service programs for students and student organizations. 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 service events in collaboration with others, including Make a Difference Day, Urban Connection, Hunger Clean-Up, Community Service Fairs, etc.
- Supervise student program assistants in event planning, communicating service opportunities and resources, responding to inquiries around service, and maintaining updated volunteer and contact information on community agencies.
- Act as staff manager for nine student program assistants: coordinate hiring process, oversee onboarding and ongoing training, lead staff retreat, and coordinate performance review process. Maintain an educational environment and evaluate student learning.
- Maintain working relationships with community agencies through site visits, phone calls and email communication.
- Serve as a liaison to student organizations interested in community service.
- Maintain community service vans and address inappropriate use of vans with student users.
- Assist in assessment and evaluation efforts, developing evaluation strategies, collecting data, and analyzing results
- 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, 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 justice issues 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 student and professional staff.
- 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

- \$16,500* stipend for 9-month term.
- Tuition scholarship of 12 graduate credits from the College of Education.

**AY18-19 stipend amount; Graduate Assistantship positions and compensation are subject to change
Rev. 6/15/17*