



**MARQUETTE**  
UNIVERSITY

**On Your Marq**

## **On Your Marq – Student Affairs in Higher Education Graduate Assistant**

On Your Marq (OYM) is a college success program designed to assist neurodivergent students in navigating the college landscape at Marquette University. Utilizing an interdisciplinary approach, OYM provides formal and informal supports including weekly seminars, executive functioning coaching, mental health counseling, and peer mentorship to help students build academic, social, and independent living skills.

The first two years of the program focus on transition to the rigors of academia; the final two years emphasize applying individual strengths toward career readiness and independent living. The Graduate Assistant's experience in the Student Affairs in Higher Education (SAHE) program will be an asset to OYM's continued growth and student success.

### **General Responsibilities**

#### **Direct Student Support**

- Maintain a small caseload of up to 5 students, meeting individually 1–2 times per week to provide executive functioning coaching and academic support.
- Model and reinforce executive functioning and self-advocacy strategies through consistent, strengths-based coaching practices.

#### **Undergraduate Staff and Leadership Development**

- Oversee all undergraduate student leadership roles within OYM, including peer mentors, social ambassadors, tutors, and service learning participants.
- Facilitate recruitment, hiring, onboarding, and ongoing supervision of student staff and volunteers.
- Design and lead training and professional development opportunities that foster inclusive leadership, communication, and mentoring skills.
- Support the coordination of service learning projects and volunteer opportunities that connect students with the broader Marquette and Milwaukee communities.
- Collaborate with OYM staff to plan and implement social programming and community-building events that enhance student belonging and engagement.
- Provide ongoing coaching, feedback, and performance evaluation for undergraduate team members to promote growth and accountability.

#### **Program Administration & Recruitment**

- Support the OYM Director in the management of recruitment and admission cycle, including managing inquiries, facilitating the application process, and maintaining communication with prospective students and families.
- Assist with program operations such as billing, website and social media management, and data organization.

- Serve as a liaison with campus and community partners to strengthen OYM's network of supports and opportunities.

## **Qualifications**

- Good academic standing at Marquette University.
- Admitted to Student Affairs in Higher Education (SAHE) master's program.
- Strong interpersonal and communication skills; ability to work effectively with neurodivergent students, families, and campus partners.
- Demonstrated organizational skills and attention to detail.
- **Preferred:**
  - Knowledge of and/or experience supporting neurodivergent individuals (including those with Autism, ADHD, and related profiles).
  - Bachelor's degree in Education, Psychology, Social Work, Speech Pathology and Audiology, or a closely related field.
  - Experience with peer mentor leadership, service learning coordination, or student programming.