

**Graduate Assistant for Student Organizations**  
**Office of Engagement and Inclusion**  
**Marquette University**

The Office of Engagement and Inclusion is the primary office responsible for engagement and inclusion education, programming and events within the Division of Student Affairs; comprised of three centers, the Center for Engagement and Inclusion, the Center for Leadership, Service and Involvement, and the LGBTQ+ Resource Center. All staff within the Office of Engagement and Inclusion are tasked with the promotion of the University's strategic goal of fostering a "Culture of Inclusion" through the lens of student engagement. As such, staff are expected to be mindful of multiple and intersecting identities of our students and work to develop programming, promote dialogue around social justice topics, and advocate for the inclusion of all students at Marquette.

**General Description**

The *Graduate Assistant for Student Organizations* serves in an academic year appointment working approximately 20 hours per week and reports to the *Coordinator for Student Organizations and Activities*. This individual is responsible for several on-going and short-term projects that advance the vision of the Office of Engagement and Inclusion. Additionally, as part of a team of student engagement 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 period of employment will extend over the course of the academic year and may possibly include times for personnel or student training and development of office initiatives prior to the start of classes and extending beyond the end of classes, as necessary. The *Graduate Assistant for Student Organizations* 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.

**General Responsibilities**

***Student Organization Administration***

Provide support for the following student organization administrative processes:

- Student organization recognition, registration, and renewal procedures and policies related to the establishment and maintenance of student organizations
- Assist with student organization event approval process
- Maintenance of student organization databases, files, and records in the MARQUEE (Marquette University Events and Engagement) Student Engagement Platform
- Assist with review and revision of the Student Organization Handbook
- Serve as an advisor to Marquette University Student Government (MUSG) committees related to student organizations
- May Serve on University Committees, as designated by professional staff, to support campus partnerships and collaborations
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

***Student Organization Programs***

Assist with the development, implementation, and assessment of the following student organization-related programs and functions of the Office of Engagement and Inclusion:

- Annual organization events including Organization Fest (O-fest) and recognition awards
- Training sessions for student organization officers and other student organization leaders involved in planning events and activities
- Provide on-site staffing and support for selected programs/events
- Lead assessment and evaluation efforts for student organization programs and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Assist with the development of promotional strategies and communication efforts for student organization programs, events and processes
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

### ***Student Organization Leadership Programming***

- Assist with the development and implementation of student organization leadership programming throughout the academic year
- Provide on-site staffing and support for selected programs/events
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

### ***Supervision***

- Directly supervise related student staff including goal setting and evaluating progress and performance
- Assist with the interviewing, selection, and training of student staff members assigned to work with student organizations
- Attend and actively support Office of Engagement and Inclusion supervision efforts (supervisor staff meetings, student staff trainings, etc.)
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

### **Qualifications**

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
- Strong oral and written communication skills
- Commitment to, knowledge of, and/or experience with multicultural education, community service programming, leadership development, and student activities
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, program planning, and event management as well as experience working with students from a variety of cultural and ethnic backgrounds
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position

### **Remuneration**

- Standard Graduate Assistantship Stipend (Current year stipend: \$17,100 for a 10-month term)
- 12 Graduate scholarship credits per year