

Graduate Assistant for Student Leadership
Alumni Memorial Union
Marquette University

General Description

The ***Graduate Assistant for Student Leadership*** serves in an academic year appointment working approximately 20 hours per week and reports to the *Assistant Director, AMU*. This individual is responsible for several on-going and short-term projects that advance the vision of the AMU. This includes working with the AMU student leadership program on leadership development, cross-departmental engagement, and employment competency development of students, planning and coordinating the annual All Staff meeting and semesterly workshops, planning student employee engagement opportunities, and the annual end of the year reception and awards. 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 Leadership*** 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

Student Leadership Program:

- Assist with creation, implementation, development, and assessment of student leadership development programming throughout the academic year, which includes weekly leadership curriculum, annual training, and semesterly workshops that are grounded in the Marquette University Professional Formation Competencies
- Develop, plan, and coordinate the logistics for All Staff, workshops, End of Year Reception and awards, cross-departmental engagement, and additional student employee appreciation programs and events
- Assist with the assessment and evaluation of the AMU student leadership program
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Alumni Memorial Union Oversight:

- Assist the Coordinator of Administrative Services with the management of procedures and operations for the AMU, including scheduling, supply orders, cleanliness and security, and office procedures (e.g. computer use, mail policies, staff communication, etc.)
- Assist in the creation and implementation of ongoing student employee training and development
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Supervision:

- Directly supervise related student staff including evaluating performance
- Assist with the interviewing, selection, and training of student staff members

- Attend and actively support AMU 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 Marquette's Student Affairs in Higher Education master's program.
- Strong oral and written communication skills
- Strong project management skills
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university.
- At least two years of experience (including undergraduate experience) in student leadership, 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 for weekly meetings and various events throughout the academic year

Compensation:

This is a 20-hour per week position. Compensation includes a 12-credit tuition scholarship and stipend of \$20,700. *Stipend amount is subject to increase