

Graduate Assistant for Community Service: Marquette Volunteer Corps and Basic Needs

Marquette University

The Arrupe Center for Community Service & Social Responsibility

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Assistant Director of the Arrupe Center. This individual works with staff, students, and community partners to create intentional service experiences and to strengthen the systems of care that help Marquette students meet their basic needs. Time is divided roughly evenly between Marquette Volunteer Corps and basic needs work, which includes Iggy's Market and food recovery.

The Graduate Assistant will be the lead coordinator for Marquette Volunteer Corps (MVC), in which small teams of students volunteer weekly at local nonprofits. This individual will also support the operations of Iggy's Market, Marquette's on campus food pantry, and coordinate the University's food recovery efforts. Together, these responsibilities connect two expressions of the same commitment: serving alongside our Milwaukee neighbors and caring for the members of our own campus community.

As part of the Pillar of Community Engagement and Social Responsibility within the Division of Belonging and Student Affairs, this individual may also assist in the design and implementation of peer education, leadership development, and justice related engagement for students. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University, including cura personalis, as well as the principles of student development theory.

Specific Responsibilities

Marquette Volunteer Corps

- Coordinate Marquette Volunteer Corps, a semester long volunteer program that focuses on reflection and active citizenship.
- Recruit, select, train, supervise, and support volunteers and Team Leaders.
- Design peer led trainings and reflections that support student growth and leadership.
- Collaborate with local nonprofits to support their social change mission, maintaining working relationships through site visits, phone calls, and email communication. Develop new partnerships as appropriate.
- Maintain program logistics, including background checks, transportation plans, scheduling, and attendance tracking.

Iggy's Market and Basic Needs

- Support the day to day operations of Iggy's Market, including inventory, stocking, ordering, and maintaining a welcoming, dignified, and stigma free space for students.

- Recruit, schedule, train, and supervise the student volunteers and staff who support market hours.
- Coordinate food and product donations, drives, and relationships with food banks, campus departments, and community donors.
- Collect and maintain usage and inventory data in a manner that protects student privacy.
- Promote awareness of Iggy's Market and other basic needs resources across campus, and connect students to campus and community supports, including FoodShare (SNAP) enrollment assistance.
- Collaborate with campus partners to identify gaps in basic needs support and contribute to a coordinated, student centered response.

Food Recovery

- Coordinate food recovery efforts that redirect surplus food from campus dining and events to Iggy's Market and community partners, in collaboration with dining services.
- Recruit, train, and schedule student volunteers for recovery shifts, ensuring that food safety and handling procedures are followed.
- Track food recovered and distributed to document impact and inform program decisions.
- Connect food recovery to education on food insecurity, sustainability, and food justice.

Center and Division Support

- Supervise student program assistants while working to inform the campus of service opportunities and resources, respond to inquiries around service, and maintain updated volunteer and contact information on community agencies.
- Assist in coordinating service events, including Make A Difference Day, MU Community Day of Service, and Community Service Fairs.
- Serve as a liaison to students and student groups interested in community service and basic needs work.
- Assist in assessment and evaluation efforts across MVC, Iggy's Market, and food recovery, developing evaluation strategies, collecting data, and analyzing results.
- Collaborate with and support the Division of Belonging and Student Affairs with events and programs as needed.

Qualifications

- Currently enrolled (or accepted for enrollment) in a Marquette graduate program.
- Preference will be given to students pursuing a Master's degree in Student Affairs in Higher Education (SAHE). Students in related fields, such as counseling, educational leadership, social work, or public service, are also encouraged to apply.
- Commitment to, knowledge of, and/or experience with community service and justice programming, basic needs or food insecurity work, 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, social change work, service learning, volunteer programs, food pantries, or food recovery, 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 issues of equity and justice and to educating students to be active citizens.
- Ability to approach students experiencing food or financial insecurity with discretion, respect, and care, and to maintain confidentiality.
- Food handler certification preferred, or willingness to obtain it upon hire.
- Ability to lift and move boxes of food and supplies.
- 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 students, professional staff, and community partners.
- 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 evenings and weekends when needed, as this is an expectation of the position.

Remuneration

- \$20,700* stipend for 9 month term.
- Tuition scholarship of 12 graduate credits from the School of Education.

*Graduate Assistantship positions and compensation are subject to change.

Rev. 9/28/26