

Marquette University
Office of Student Engagement
Graduate Assistant for MU Student Government

General Description

The Graduate Assistant for MU Student Government serves in an academic year appointment working approximately 20 hours per week and reports to the Associate Director for Student Engagement Services. This individual is responsible for several ongoing and short-term projects that advance the vision of the Student Engagement Services. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education and leadership development programs for students involved. Graduate student staff will be provided opportunities and are expected to contribute to other functional areas as determined by the Associate Director of Student Engagement Services, MUSG and the priorities of the Inclusion and Belonging pillar. 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.

Additional duties or tasks may be assigned by the Division of Belonging and Student Affairs Leadership, Student Engagement and Belonging pillar, and the Office of Student Engagement beyond the responsibilities listed below.

Specific Responsibilities

Marquette Student Government-Office of Student Engagement

- Work in conjunction with the Associate Director of Student Engagement Services to co-advise Student Government outreach, legislative and communications departments.
- Assist with the program planning, communication, and collaboration efforts designed to engage students in campus life throughout their time on campus.
- Assist with efforts to assess Student Government operations, developing evaluation strategies, collecting data, and analyzing results.
- Provide on-site staffing and support for selected programs/events.
- Assist with the development of promotional strategies for MU Student Government on and off campus.

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 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 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 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: \$20,700 for a 10-month term)
- 12 Graduate scholarship credits per year