MARQUETTE UNIVERSITY
Campus Recreation

GRADUATE ASSISTANT, PROGRAMS & WELL-BEING
Position Description

Program Description:
Campus Recreation embraces Marquette's Catholic, Jesuit identity and the philosophy of education in developing the Mind, Body, and Spirit and fosters the out of classroom experience.

Campus Recreation facilitates the transformational learning experience by engaging students in a comprehensive wellness and activities program to develop and promote healthy lifestyles, leadership development, lifetime skills, and sportsmanship.

Responsibilities and Requirements:
Responsibilities include working with the Coordinator, Programs and Well-Being of Campus Recreation and other professional staff to plan, organize, and administer all aspects of a comprehensive recreation program.

This is a two-year Graduate Assistantship opportunity working at Wellness + Helfaer Recreation a minimum of 20 hours per week.

Students must be in the Student Affairs in Higher Education (SAHE) program. The stipend is $20,700/year.

Students must be registered full-time (6 credits/semester) during the Graduate Assistantship.

Duties include:

- Providing support to programs staff at Wellness + Helfaer Recreation through student employee hiring, training, scheduling, timecard approval, and coordination of daily workflows.
- Collaborating with Intramural, Group Fitness, Personal Training, and Aquatics supervisors to ensure efficient and effective daily operations.
- Assisting the Programs and Well-Being team with program scheduling, well-being event collaboration and coordination, and operational logistics.
- Supporting the Programs Office including data input, scheduling, and providing customer service to students, Marquette affiliates, and alumni.

Supervision Received:
General supervision is received from the Coordinator, Programs and Well-Being, Campus Recreation.

Minimum Qualifications:
Applicants must have completed a four-year undergraduate degree from an accredited college or university. Applicants must complete CPR/AED/First-Aid certification within two months of hire.