

## **Program Assistant – Leadership Programs**

Office of Student Development  
Marquette University

### **General Description**

The Program Assistant for Leadership Programs is a student staff member in the Office of Student Development. The Program Assistant for Leadership Development is responsible for assisting with all aspects of creating and implementing a comprehensive leadership development program at Marquette, including the development of several on-going and short-term leadership programs, seminars, and workshops.

As a staff member of the Office of Student Development, the Program Assistant for Leadership Programs will be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties in the Office of Student Development when needed. Program Assistants perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

### **Specific Responsibilities**

#### ***Leadership Programs***

- Assist with the administration of leadership programming and facilitate sessions of the program
- May serve on planning teams for department and/or divisional leadership programs
- Develop leadership training sessions for student organizations and other student leaders upon request
- Participate in the development and implementation of new programs and services related to leadership education
- Assist with the development of promotional strategies and communication efforts for leadership development programs, events, and processes

#### ***Other Responsibilities***

- Maintain regular office hours
- Attend all team meetings, training sessions, etc.
- Provide quality customer service to organizations or individuals using the CLSI, Office of Student Development, or their resources
- Meet regularly with supervisor to set goals and evaluate progress and performance
- Complete other duties as assigned

### **Qualifications**

- Commitment to, knowledge of, and/or experience with leadership development and/or programming
- Strong written and oral communication skills
- Good standing with the University (both academic and disciplinary)
- Ability to collaborate effectively as a member of a team
- Ability to work independently and accept individual responsibility for projects or assignments
- Enthusiasm to help individuals reach their full potential, creativity, and willingness to learn
- Ability to effectively represent the Office of Student Development to student organizations, campus departments, and community agencies
- Computer skills (Macintosh, Microsoft Word, FileMaker Pro, or ability and desire to learn)

### **Remuneration**

- Approximately 8-10 hours per week