

Program Assistant – Student Organizations

CLSI Team
Office of Student Development
Marquette University

General Description

The Program Assistant for Student Organizations is a student staff member in the Office of Student Development and participates as a member of the CLSI Team. Supervision is provided by members of the Campus Activities and Student Involvement staff. The Program Assistant for Student Organizations is responsible for assisting with the management of the 300+ registered student organizations, maintaining communication of important information to all groups, and implementing organizational development programs.

As a staff member with CLSI of the Office of Student Development, the Program Assistant for Student Organizations will also 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 (copying, filing, answering phones, etc.) in CLSI and/or the Office of Student Development when needed. Members of the CLSI Team 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

Student Organization Administrative Support

- Create bi-weekly newsletter for student organizations with pertinent information
- Assist with the annual re-registration process for student organizations
- Coordinate and organize constitution renewal process
- Assist in the education of the Student Organization Handbook of Policies and Procedures
- Contact organization officers to communicate deadlines, decisions, and other information on behalf of the Office of Student Development and/CLSI
- Assist with coordination of the annual student organization awards reception
- Create publicity highlighting accomplishments of student organizations

Event & Development Support

- Assist in the development, implementation, and day-of support for Organization Festival (O-Fest)
- Assist in the development, implementation, and day-of support for Student Organization Leadership Institute
- Develop a series of training sessions on a variety of topics for student organization officers and members
- Assess needs of student organizations
- Assist in the development and promotion of new programs and services for student organizations

CLSI and Office of Student Development Responsibilities

- Maintain regular hours at the CLSI desk
- Schedule additional hours as appropriate to meet goals of the position and the office
- Attend all CLSI Team meetings, training sessions, etc.
- Provide assistance to fellow CLSI Team members or other Office of Student Development employees in developing programs and services designed to enhance individual and organizational leadership development
- 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

- Prior leadership and/or programming experience

- Good standing with the University (both academic and disciplinary)
- Strong critical thinking skills
- Ability to collaborate effectively as a member of a team
- Ability to work independently and accept individual responsibility for projects or assignments
- Strong oral and written communication skills
- Ability to effectively represent the Office of Student Development to student organizations, campus departments, and community agencies
- Creativity, enthusiasm, willingness to learn
- Computer skills (Macintosh, Microsoft Office, etc.) or ability and desire to learn
- Knowledge of design programs (Adobe Photoshop, InDesign, etc.) is preferred but not required

Remuneration

- Approximately 8-10 hours per week (time will be split working on Student Org items & with working the CLSI desk during regular hours: Monday–Thursday: 10:00am–10:00pm, Friday: 10:00am–4:00pm, Saturday: Closed, Sunday: 2:00pm – 10:00pm)