New Student and Family Programs - Student Director Position Description

The three Student Directors for New Student & Family Programs, along with the Director and Coordinator for New Student & Family Programs, the Graduate Assistants for New Student & Family Programs, and the Office of Student Development staff, work collaboratively to plan and implement four programs at Marquette University: Winter Orientation, SPARK, New Student Orientation, and Family Weekend. The Student Directors are critical members of the New Student & Family Programs team, as they serve as an initial touchpoint for new students, families, and student leaders.

Candidate Requirements
By submitting this application, you give permission to the Office of Student Development to verify your academic and disciplinary standing. Student Directors are expected to abide by all city, state, and federal laws, and the Marquette University Code of Conduct.

- Candidates must be full-time undergraduate Marquette University students, planning to study in Milwaukee from January 2024 through October 2024.
- Candidates must be in good academic and disciplinary standing at the time of their selection and throughout their employment with New Student & Family Programs.
- Candidates should have a cumulative grade point average of 2.5 or higher.
- Candidates demonstrate experience leading peers at the college level.
- Previous experience with New Student & Family Programs is preferred, but not required.

Student Director Responsibilities
- Work collaboratively with the Coordinator, Director, and Graduate Assistants for New Student & Family Programs, other members of the Office of Student Development Staff and other campus community members.
- Meet and communicate regularly with the Coordinator for New Student & Family Programs throughout the period of employment.
- Assist with implementation of Winter Orientation before the Spring Semester resumes.
- Assist with the planning and coordination of SPARK, New Student Orientation, and Family Weekend.
- Assist the Coordinator for New Student & Family Programs in recruiting, interviewing, and selecting candidates for student leader positions.
- Foster cohesion among all student leaders and fellow Student Directors.
- Guide a group of SPARK Leaders through training and programs.
- Assist the Coordinator and Graduate Assistants in the development and implementation of training.
- Serve as a representative and ambassador of Marquette in a variety of settings.
- Perform other duties as assigned by the professional staff of New Student & Family Programs.

In addition to these general responsibilities, each Student Director holds one specific role, outlined here and assessed throughout the time of employment:

**Student Director of Event Logistics (Hiring Two):** The Student Directors of Event Logistics will be the leaders in developing the large social events like Late Night at the Annex during SPARK and Campus Activities Board events during Orientation, coordinating and assisting with program set-up and tear down and serves as primary point person. In additional this position utilizes strategic thinking to plan, sort, and account for detailed programmatic pieces (registration, SWAG, inventory, etc.). Specific skills include the ability to communicate professionally with external vendors regarding their products, attention to detail, as well as the ability to plan large-scale events.

**Student Director of Family Experience (Hiring One):** The Student Director of Family Experience primarily serves to coordinate and implement family programming during SPARK, Orientation, Family Weekend, and throughout the year. Projects include Campus Up Close tours, Family Reception, Family newsletters, and family programs during Orientation. This position will work closely with the Coordinator and Director to implement Family Weekend. Specific skills include keen professionalism to help with families, ability to remain proactive, and problem-solving.

**Programmatic Updates**
SPARK 2024 is comprised of four one-day sessions in June, as well as a variety of virtual components connecting with new students and their families. New Student Orientation will begin on Wednesday, August 21st. Student Directors will not be expected to work from July 1st – July 31st.
NEW STUDENT & FAMILY PROGRAMS

Time Commitment
Some evening and weekend work is required, especially during selection, student leader training, SPARK, and New Student Orientation. Student Directors will hold regular office hours (established with the coordinator) in the spring and in the summer as follows:

- Spring Semester (January 16th - May 4) - 10 hours/week, except Spring Break
- Winter Orientation (January 15th) - approximately 6 hours
- SPARK Course Registration Assistance (May 20th – June 21st) - hours to be determined
- SPARK In Person (June 14th – June 21st) - hours to be determined

OFF FROM JULY 1 – JULY 31
- Orientation Season (August 1st - August 25th) - 40 hours/week
- Family Weekend and Wrap-up (August 26th - October 4th) - hours to be determined

Renumeration
Student Directors are paid a stipend of $7,000 (pre-tax), distributed proportionally with the hours worked. Pay periods align with the biweekly student employment calendar from January 14th - October 4th, 2024.

Application Information
This application information can be found through JobX. Required materials are to be sent to the New Student and Family Programs email (newstudentprogs@marquette.edu) by Friday, November 24th at 11:55pm CST. To apply, interested individuals need to submit the following materials as three PDFs:

1. **Application (Required):** Please follow [this link](#) to fill out the application information by Friday, November 24th at 11:55pm CST.
2. **Letter of Interest (Required):** In a typed, one-page, PDF document, please address the following prompts:
   a. What experiences have you had that make you qualified for the Student Director position?
   b. Why are you interested in the Student Director position?
   c. What do you expect to gain working in New Student and Family Programs?
   Send your letter of interest to the New Student and Family Programs inbox at [newstudentprogs@marquette.edu](mailto:newstudentprogs@marquette.edu) by Friday, November 24th, 2024 at 11:55 pm CST.
3. **Resume (Optional):** Feature your employment history, involvement and leadership. Send your resume to the New Student and Family Programs inbox at [newstudentprogs@marquette.edu](mailto:newstudentprogs@marquette.edu) by Friday, November 24th, 2024 at 11:55 pm CST.

Interviews
Interviews will begin November 29th and conclude during the first week of December. Applicants will be notified via their Marquette University email for an invitation to interview with various dates and times to accommodate scheduling needs.

If you have any questions, please contact:
New Student and Family Programs
Alumni Memorial Union, 329
414-288-1412
newstudentprogs@marquette.edu