The four Student Directors for New Student & Family Programs, along with the Assistant Dean 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 2021 through October 2021.
- 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, Assistant Dean, 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 (120 total).
- Foster cohesion among all student leaders and fellow Student Directors.
- Guide a group of 28 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 Staff Development: The Student Director of Staff Development focuses primarily on the hiring, scheduling, and staffing of the student leaders for SPARK and Orientation. The ability to manage details is vital for this role. This person takes the lead on many of the initiatives surrounding student leader selection and candidate management. Specific skills include attention to detail, strong critical thinking and communication, and familiarity with Microsoft Excel.

Student Director of Event Logistics: The Student Director of Event Logistics will be the leader in developing the large social events like Late Night at the Annex during SPARK and Late Night 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 the ability to plan as large-scale events.
NEW STUDENT & FAMILY PROGRAMS

Student Director of Marketing & Media: The Student Director of Marketing & Media works to create effective communication through the NSFP website, mobile app, social media, physical signage, and newsletters among all student staff members throughout spring, summer, and fall. This position requires creativity and diligence in forming a social media presence and brand for NSFP. The Student Director of Marketing & Media will work collaboratively with the other Student Directors to promote their projects to the campus and community. Specific skills include strong communication ability and enthusiasm about NSFP.

Student Director of Family Experience: 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 Assistant Dean to implement Family Weekend. Specific skills include keen professionalism to help with families, ability to remain proactive, and problem-solving.

Programmatic Updates
At this time, SPARK 2021 is comprised of six 2-day sessions in June. New Student Orientation will begin on Thursday, August 26th. Modality (in-person/virtual) will continue to flex until a clear path can be established. Student Directors will not be expected to work in from July 3rd – August 1st.

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 in the spring and in the summer as follows:

- Spring Semester (January 19 - May 16) - 10 hours/week, except Spring Break
- Winter Orientation (January 24) - approximately 4 hours
- SPARK Season (May 17 – July 2) - 40 hours/week
- OFF FROM JULY 3 - AUGUST 1
- Orientation Season (August 2 - August 29) - 40 hours/week
- Family Weekend and Wrap-up (August 30 - October 10) - 10 hours/week

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 19 - October 10, 2021.

Application Information
This application is due via Handshake with required materials by Sunday, October 4th at 11:55pm CST. To apply, interested individuals need to submit the following materials as three PDFs:

1. **Cover letter**: Highlight experiences that make you qualified for the Student Director position and what you would gain working with New Student & Family Programs.
2. **Resume**: Feature your employment history, involvement and leadership.
3. **Reference List and Ranking of positions**: On the first page, list names, emails, phone numbers and relationship information of two professional references. On the next page, rank the four Student Director positions in order of your preference, including a (200-word maximum) response to the question, “What Student Director position most interests you, and how do your skills and abilities align with that position?”

Interviews
Candidates will be prompted to select an interview time through Handshake at the end of the application. Candidates will be notified via Marquette email on Monday, October 5th to confirm their interview. Interviews will take place between 9:00am – 4:00pm on October 7th and 8th.

If you have any questions, please contact:
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