**Graduate Assistant for Freshman Frontier Program in the Office of Student Educational Services**

**General Description:**
The Graduate Assistant for the Freshman Frontier Program (FFP) in the Office of Student Education Services will provide both direct service to students as well as perform a variety of administrative duties related to ongoing operation of OSES.

*The Freshman Frontier Program (FFP) is an academic support program housed in the Office of Student Educational Services and designed for entering freshmen who desire a jump-start on the Marquette college experience in a close-knit community. By choosing to participate in this unique Marquette program, students will live on campus and earn three credits in the summer, but also benefit from academic support and personalized attention throughout their freshman year.*

The Graduate Assistant will work 20 hours each week and will provide direct service to students, ranging from mentoring to one-on-one study skills training to recruitment and summer program coordination. In addition to these direct service roles, the Graduate Assistant will be provided the opportunity to work closely with the full academic services staff in designing, planning, and implementing new and ongoing programming.

**Specific Responsibilities – Academic Year**
- Work 20 hours per week in OSES including attending monthly staff meetings
- Complete Study Skills Specialist training provided by OSES staff
- Conduct one-on-one study skills sessions for students
- Conduct group workshops on a variety of college success strategies across campus
- Assist with mentoring and advising
- Assist with tutor training and scheduling meetings
- Assist with evaluation and assessment of program services
- Assist in data base management
- Assist with planning, coordinating, and implementing programs and services related to college success particularly for FFP students
- Other duties as assigned.

**Remuneration**
$15,650 stipend

***Additional Opportunity***

The Graduate Assistant will also have the opportunity to serve as the Summer Residence Hall FFP Coordinator, provide supervision of FFP Peer Counselor roles in the residence hall, participate in student support sessions, database management, event planning and implementation, assessment and evaluation activities, and collaboration with faculty and other campus offices. Additionally, the assistant will be provided training on the theoretical and practical bases of designing effective services for students in academic support programs.

**Specific Responsibilities – Summer**
- Participate and assist with coordinating and implementing the summer program- which includes residing in the residence hall during the month of July
- Participate in observation and training activities over the summer and the week before fall classes begin
- Oversee programming and staffing of FFP Peer Counselors living in the residence halls and serve in an on call capacity.
- Assist with academic advising and support

**Remuneration**
$1,800 stipend plus room & board during summer program.
Qualifications for Academic Year Position

- Excellent interpersonal skills
- Strong written and oral communication skills
- Ability to take initiative and problem-solve
- Strong computer skills including Microsoft Office
- Ability to multi-task and prioritize
- Excellent attention to detail
- Ability to work collaboratively as well as independently
- Previous experience in student services in a college setting preferred

Additional experience required for summer Residence Hall Coordinator Position

- Residence life experience

Contact Information

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