Marquette University
Office of Student Development
Graduate Assistant for Campus Activities

General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Director of Campus Activities and Student Involvement. This individual is responsible for several on-going and short-term projects that advance the vision of the Office of Student Development. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education, leadership development, and community service programs for students and student organizations. Graduate student staff will be provided opportunities and are expected to contribute to other functional areas as determined by the Director of Campus Activities and the priorities of the office. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory.

Specific Responsibilities

Campus Activities
• Work in conjunction with the Coordinator for Campus Programs to co-advice various late night programming groups.
• Assist with efforts to develop relationships with Milwaukee area businesses and attractions and promote community entertainment opportunities for students.
• Assist with the co-advisement of the Marquette University Student Government (MUSG) Program Board.
• Assist with the program planning, communication, and collaboration efforts for the “First Six Weeks” initiative designed to engage students in campus life when they arrive on campus
• Lead assessment and evaluation efforts for late night programming, developing evaluation strategies, collecting data, and analyzing results.
• Provide on-site staffing and support for selected programs/events.
• Assist with the development of promotional strategies for late night programming.
• Serve as a liaison to student organizations interested in sponsoring or co-sponsoring late night programs.

Qualifications
• Currently enrolled (or acceptance for enrollment) into a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
• Strong oral and written communication skills
• Commitment to, knowledge of, and experience with multicultural education, community service programming, leadership development, and student activities
• Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university.
• Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, program planning, and event management as well as experience working with students from a variety of cultural and ethnic backgrounds.
• Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

Remuneration
• $15,650 stipend for 9-month term
• Tuition scholarship of 12 graduate credits a year from the College of Education.