General Description
The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Student Community Service Programs. This individual is responsible for working with the Coordinator, staff and students to promote intentional community service projects that promote a commitment to justice and community engagement. This individual will be the lead coordinator for Marquette Volunteer Corps, in which small teams of students volunteer weekly at a variety of local nonprofits. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education, leadership development, intercultural engagement, and community service programs for students and student organizations. 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

Community Service Programs
• Coordinate Marquette Volunteer Corps, a semester-long ongoing volunteer program. This includes selecting, training, and supervising team leaders; recruiting and training volunteers; coordinating reflection sessions, recruiting new sites; and maintaining communication with agency sites.
• Supervise student program assistants while working to inform the campus of service opportunities and resources, respond to inquiries around service, and maintain updated volunteer and contact information on community agencies.
• Assist in coordinating service events, including MLK Day, Make a Difference Day, Urban Connection, Meet Milwaukee, Community Service Fairs, Post-Graduate Service Fair, etc.
• Work with Coordinator to provide support to the Hunger Clean-Up student planning team.
• Provide oversight for Center for Community Service website and marketing outlets to publicize service opportunities.
• Serve as a liaison to student organizations interested in community service.
• Maintain community service vans and address with student users inappropriate use of vans.
• Assist in assessment and evaluation efforts for service programming, developing evaluation strategies, collecting data, and analyzing results using the latest, available technologies.
• Maintain working relationships with community agencies through site visits, phone calls and email communication.
• Collaborate with and support the Office of Student Development with events and programs as needed.

Qualifications
• Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
• Preference will be given to students pursuing a Master’s degree in college student personnel, educational leadership, counseling, or related field.
• Commitment to, knowledge of, and/or experience with community service and justice programming, leadership development, intercultural engagement, and student activities.
• Preference will be given to candidates with at least two years of experience (including undergraduate experience) in community service, service learning, or volunteer programs, as well as experience with program planning, event management, and working with students from a variety of cultural and ethnic backgrounds.
• Strong personal commitment to justice issues and educating students to be active citizens
• Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university in an urban environment.
• Strong oral and written communication skills.
• Ability to build and maintain good working relationships with student and professional staff.
• Ability to work independently as well as collaboratively, identify action steps, establish priorities, remain flexible, engage problem solving skills, and evaluate contexts throughout the development and implementation of programs and processes.
• Availability to work nights and weekends when needed- this is an expectation for the position.
**Remuneration**
- $13,800* stipend for 9-month term.
- Tuition scholarship of 12 graduate credits (6 per semester)

*2014-2015 academic year stipend amount; this amount is expected to increase 2-3% for the 2015-2016 academic year. Graduate Assistantship positions and compensation are subject to change.*