Global Village Community Assistant Checklist

The following is included in my application:

✔ A cover letter
✔ My resume
✔ Program Agenda
✔ A signed grade release waiver
✔ A completed Spring 2015 schedule that notes my availability for interviews.
✔ I have asked the following persons to write a reference letter:

Name and Title: ______________________________________________

Name and Title: ______________________________________________
Global Village Community Assistant
Position Description 2015-2016

The Community Assistant (CA) in the Marquette Global Village at Campus Town serves as a leader in the Global Village to help develop community, assist with recruitment and training, and act as a resource and point person for Ambassadors, international students, and Marquette offices. The Community Assistant is immediately supervised by the Evans Scholars House Director in the University Apartments, but will collaborate with other Residence Life staff members on a regular basis, including the Assistant Director for University Apartments & Off-campus Student Services and the Apartment Manager staff. The Community Assistant position is a 9-month appointment, beginning August 3, 2015.

QUALIFICATIONS
The Community Assistant should have at least one semester study abroad experience, one semester of experience as a Global Village Ambassador or CommUNITY floor member, or have significant experience working in a community living environment. Further, applicants should have at least one year of previous work experience, demonstrating good organizational and management skills. CAs should have junior, senior, or graduate standing with the University, and need to maintain a cumulative grade point average of 2.50 or higher. Residency in the university apartments is also required.

SPECIFIC RESPONSIBILITIES
The specific responsibilities of this position would include, but are not limited to:

A. Assist with Community Development
   • Coordinate the programming efforts of the Global Village with the Ambassadors
   • Communicate with other university organizations (MUSG, Multicultural Center, International Center, etc.) to partner in larger events
   • Compile reports on programming efforts for record keeping
   • Coordinate “Welcome” efforts for international students during move-ins in August and January
   • Coordinate “Farewell” efforts for international students during move-outs in December and May
   • Serve as a mediator for roommate conflicts or cultural miscommunication
   • Organize and attend weekly Ambassador meetings
   • Distribute and collect semester evaluations from Global Village members
   • Support Ambassador programming efforts by attending regularly planned events

B. Assist with Recruitment and Training of Ambassadors
   • Design and staff a Global Village table for O-Fest and International Day
   • Assist with interviews of Ambassador candidates
   • Assist in planning of six training days (March (1), April (1), August (3), January (1))
   • Work with Office of International Education to find volunteers for International Orientation
C. Serve as a Resource
   • Serve as a liaison between the students and Office of University Apartments & Off-campus Student Services
   • Meet bi-monthly with Evans Scholars Residence House Director
   • Attend weekly Apartment Manager meetings
   • Maintain inventory of “Global Village Closet”

Remuneration
The compensation for this position includes a one-bedroom apartment in Campus Town West. Community Assistant may choose to have a roommate, however, the roommate is responsible for his/her portion of the rent (50%). Community Assistant will receive a bi-monthly monetary stipend of $52.
Global Village Community Assistant
Information Session Fact Sheet

How do I apply to be a Global Village Community Assistant?
• Write a cover letter, explaining why you would like the position.
• Develop a resume, highlighting:
  o All previous employment
  o Administrative, management, and supervisory experience.
  o Academic clubs or activities with significant responsibilities.
  o International/Multicultural experience.
• Submit two letters of recommendation with cover letter and resume.
  o Letters of recommendation should be sent to Hannah Barr, 1500 W. Wells St. #109, Milwaukee, WI 53233.
• Sign the grade release waiver allowing Residence Life to verify GPA requirement.

What are the requirements I need to fulfill to apply for these positions?
• At least one year previous work experience
• One semester study abroad, Global Village, CommUNITY Floor, or community living experience.
• Cumulative GPA of 2.5 or higher at the time of application and start of employment
• Junior, senior or graduate student standing at the start of employment
• Good organizational, management, and interpersonal skills

What are the requirements I need to maintain my position?
• Remain in good academic standing with the university.
• Successfully complete Community Assistant training (August 3-5, 2015)
  o Must seek approval to work beyond the community assistant position. If approved, limited to 10 hours per week.
  o Attend weekly staff meetings.
  o Attend bi-monthly meetings with Evans Scholars House Director for University Apartments.
  o Organize and attend weekly Ambassador meetings.
  o Organize and attend two large programs/semester.
  o Assist in planning of six training days (March, April, August, January).

What are the dates and deadlines I should keep in mind during the selection process?
• Monday, January 26 – Information Session at 8pm in Campus Town East Conference Room
• Friday, January 30 – Cover letters, resumes, and letters of reference are due by 4:30p.m. to University Apartment and Off-Campus Student Services located on the first floor of the new phase of Campus Town East (15th and Wells)
• Monday, February 2 – Friday, February 6 – Interviews
• Friday, February 13 – Notification letters sent

If you have questions regarding the Global Village Community Assistant Position, contact Hannah Barr at 414.288.7281

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Global Village Community Assistant Application

Program Agenda

Name: _____________________________ Date: ___________________

MU ID: ____________________________ Phone: ___________________

E-Mail: ____________________________

As the Global Village Community Assistant one of the main responsibilities will be to develop programs that meet the various needs of the community. For this application please prepare a Program Agenda which could be used in the Global Village. This agenda should include a month-by-month (September, October, November, February, March, and April) description of activities for Global Village members. Under each activity please include the following:

- Description of each activity
- Purpose for the activity (why did you choose this over something else?)
- What are the benefits of the activity to the participants?
- What can you identify as potential barriers for success?

Please submit a copy of your program agenda along with the rest of your materials by Friday, January 30, 2015 to the University Apartment Offices located at 15th and Wells in the new phase of Campus Town East.
Global Village Community Assistant
Certification / Release of Educational Records

Name of Applicant: ________________________________

MU ID: ___________________

The Office of Residence Life reserves the right to solicit additional references relative to your application materials. After the application materials have been completed and returned, it becomes the exclusive property of the Office of Residence Life, Marquette University. Applications are classified as personnel materials and are subject to complete confidentiality.

As part of this application process, it will be necessary for the Office of Residence Life to review your academic transcript(s) and verify your GPA/QPA. I, the above-named student, hereby authorize and grant permission to Marquette University to provide copies of any and all education records at Marquette University to the Office of Residence Life. Such records include, but are not limited to, GPA/QPA.

To the best of my knowledge, the information I have furnished on my application materials is true and correct. I realize that intentional falsification of statements on these application materials will subject me to disqualification as an applicant for this position in the Office of Residence Life.

Signature of Applicant: ________________________________

Date: ___________________