**OFFICE OF RESIDENCE LIFE**

**2015-2016 PROGRAM ASSISTANT & COMMUNICATION ASSISTANT APPLICATION**

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**Class Standing (Fall 2014)**

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Please attach to this application your responses to the questions below, a résumé that highlights your employment history, college activities and leadership, and the names and telephone numbers of two professional references (employment supervisor or an advisor for activities, involvement, or academics).

1. I am interested in: ___ PA position  ___ CA position  ___ Either

2. Please explain some of your qualifications for applying for the position(s)?

3. Describe your organizational/leadership strengths and those you would like to develop further through this position.

4. How will this position help you use your gifts and talents to benefit others?

**Which, if any, of the following computer programs are you skilled in using?** Note: Not all programs are used by this position regularly.

- Microsoft Word
- Adobe Illustrator
- Microsoft Excel
- Microsoft Publisher
- Adobe InDesign
- FileMaker Pro
- Adobe PhotoShop

Please refer to the attached PA/CA Job Description for a full list of positional responsibilities and qualifications.

**Are you able to commit to a full year (through May 2016) in this position?**

- ___ Yes  _____ No  _____ Uncertain at this time

**Are you available to begin your position on Monday, August 17, 2015?**

- ___ Yes  _____ Uncertain at this time  _____ No ---- my first available day would be _______

Individual interviews will be scheduled for the Program Assistant Position. Please indicate on the attached page your availability for an interview during the week of April 20-25 (You will be notified in advance of your interview time.)

Please submit your application and supporting materials by **April 15, 2015 for consideration.** Return completed applications to the Office of Residence Life, Carpenter Tower 203. If you have any questions please contact Molly Brauer, Graduate Assistant for Residence Life Programs, at 288-4729 or mary.brauer@marquette.edu.

I understand that preference will be given to candidates who are not already employed in an additional capacity within the Office of Residence Life.

I understand that I cannot be employed with the Office of Residence Life if I am on academic or disciplinary probation, and I authorize the review of my academic and disciplinary records for the purpose of verification.

Signature ___________________________________________ Date ______________________
# PA/CA Interview Availability

Please shade in the areas that you are **unavailable** for an interview.

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**Other comments about schedule:**
The Programming Assistant (PA) and the Communication Assistant (CA) for Residence Life are integral positions, as they serve as an administrative staff member in the Office of Residence Life. S/he is directly supervised by the Graduate Assistant for Residence Life Programs and is indirectly supervised by the Assistant Director for Residence Life Programs. The PA and CA for Residence Life are responsible for Office of Residence Life publications and marketing projects, collaboration with Hall Councils, programming initiatives and external communication.

### Programming Assistant Specific Responsibilities
- Work 7 hours a week in the Office of Residence Life Programming & Communication Assistants Office
- Work 1.5-3.5 flex hours a week – hosting programs, attending Hall Council meetings, working in the office or remotely on campus
- Attend weekly one-on-one meetings with Graduate Assistant for Residence Life Programs. (30 minutes)
- Attend weekly staff meetings with supervisor and CMA (1 hour)
- Create submissions for the monthly For Your Inspiration (FYI) digital newsletter focused on programming and diversity initiatives
- Provide information for the monthly What's Up printed calendar
- Send weekly emails to RAs and Hall Council presidents, promoting on- and off-campus programs and events
- Assist with Fall and Spring RA Training; collaborate with professional staff to implement sessions focusing on programming initiatives and the community development model
- Assist with the Training for Residence and Apartment Councils (TRAC): collaborate with professional staff to implement sessions focusing on programming and community development
- Collaborate with Hall Councils to provide active and passive programming
- Create and maintain passive program files for RAs through the use of an online portal.
- Maintain and provide reports from the Programming Database, which organizes all RA programs across campus.
- Serve as a student liaison representing the Office of Residence Life on the Late Night Program Committee.
- Assist with Communication Projects as needed.
- Complete other duties as assigned.

### Communication Assistant Specific Responsibilities
- Work 8 hours a week in the Office of Residence Life Programming & Communication Assistants Office
- Work 1.5-3.5 flex hours a week – meeting with ORL staff members, developing special projects, working in the office or remotely on campus
- Attend weekly one-on-one meetings with Graduate Assistant for Residence Life Programs. (30 minutes)
- Attend weekly staff meetings with supervisor and PA (1 hour)
- Design the monthly For Your Inspiration (FYI) digital newsletter for residence hall staffs and Hall Councils
- Design the monthly What’s Up printed calendar for residence hall staffs and hall councils
- Maintain and update social media accounts, which may include Twitter, Facebook, Pinterest, etc.
- Aid in special projects related to external communication, publicity and event planning as assigned by the Office of Residence Life; projects may include but are not limited to social media accounts, the Sophomore Housing Fair, coordination of hall tours, the implementation of Residence Hall Association and National Residence Hall Honorary programs
- Manage the websites for the Programming Assistants, Residence Hall Association and National Residence Hall Honorary
- Assist with graphic design projects related to RHA, NRHH, ORL, etc. as needed.
- Assist with Programming Projects as needed.
- Complete other duties as assigned.

### Programming Assistant Qualifications
- Campus or residence life programming experience is required.
- Computer and publishing experience are preferred (Microsoft Office & Publisher, Adobe PhotoShop & InDesign, etc).
- Experience using database systems is preferred.
- Must comply with Marquette University and Residence Life policies.
- 2.50 cumulative and semester GPA at the time of application and start of employment. Once employment has begun, all staff members are expected to remain in good academic standing with the university.
- Preference will be given to candidates who are not already employed by the Office of Residence Life

### Communication Assistant Qualifications
- Computer skills are required.
- Publication, design and publicity experience are required (Microsoft Office & Publisher, Adobe PhotoShop & InDesign, etc).
- Must comply with Marquette University and Residence Life policies.
- 2.50 cumulative and semester GPA at the time of application and start of employment. Once employment has begun, all staff members are expected to remain in good academic standing with the university.
- Preference will be given to candidates who are not already employed by the Office of Residence Life

### Remuneration
- 10-12 hours of work each week at $8.25 per hour