**New Student and Family Programs- Student Director Position Description**

The four **Student Directors**, along with the New Student & Family Program Director, Coordinator, Graduate Assistant(s), and the Office of Student Development staff, work collaboratively to plan and implement four key programs at Marquette University: Winter Orientation, SPARK, New Student Orientation, and Family Weekend. The Student Directors are critical members of the New Student & Family Programs team, as they serve as an initial touchpoint for new students, families, and student leaders.

**Candidate Requirements**
**By submitting this application, you give permission to the Office of Student Development to verify your academic and disciplinary standing. Student Directors are expected to abide by all city, state, and federal laws, and the Marquette University Code of Conduct.**

* Candidates must be full-time undergraduate Marquette University students, planning to study in Milwaukee from January 2025 through October 2025. (Summer hours on campus for June & August are required)
* Candidates must be in good academic and disciplinary standing at the time of their selection and throughout their employment with New Student & Family Programs.
* Candidates should have a cumulative grade point average of 2.5 or higher.
* Candidates demonstrate experience leading peers at the college level.
* Previous experience with New Student & Family Programs is preferred, but not required.

**Student Director Responsibilities**

* Work collaboratively with the Coordinator, Director, and Graduate Assistant(s) for New Student & Family Programs, other members of the Office of Student Development Staff and other campus community members.
* Meet and communicate regularly with the Coordinator for New Student & Family Programs throughout the period of employment.
* Assist with implementation of Winter Orientation before the Spring Semester resumes.
* Assist with the planning and coordination of SPARK, New Student Orientation, and Family Weekend.
* Assist the Coordinator and Director for New Student & Family Programs in recruiting, interviewing, and selecting candidates for student leader positions.
* Foster cohesion among all student leaders and fellow Student Directors.
* Guide a group of SPARK and Orientation Leaders through training and programs.
* Assist the Director, Coordinator and Graduate Assistant(s) in the development and implementation of training.
* Serve as a representative and ambassador of Marquette in a variety of settings.
* Perform other duties as assigned by the professional staff of New Student & Family Programs.

* ***In addition to these general responsibilities, each Student Director holds one specific role, outlined here and assessed throughout the time of employment:***

**Student Director of Event Logistics:** The Student Director of Event Logistics will be the primary leader in coordinating the schedule for social events during SPARK and Summer Orientation. This includes assisting with program set-up and tear down and serves as being the primary point person. In addition, this position utilizes strategic thinking to plan, sort, and account for detailed programmatic pieces (registration, name tags, inventory, etc.). Specific skills include the ability to communicate professionally with internal coordinating staff and external vendors regarding programming products, attention to detail, and the ability to plan large-scale events.

**Student Director of Family Experience:** The Student Director of Family Experience primarily serves to coordinate and implement family programming during SPARK, Orientation, Family Weekend, and throughout the year. In addition, this Director would be required to help create and distribute the Family Newsletter. This position will work closely with the Coordinator and Director to implement Family Weekend. Specific skills include keen professionalism to help with families, ability to remain proactive, and problem-solving.

**Student Director of Marketing & Media:** The Student Director of Marketing & Media works to create effective communication through the NSFP website, mobile app, social media, physical signage, and SWAG among all student staff members throughout spring, summer, and fall. This position requires creativity and diligence in forming a social media presence and brand for NSFP. The Student Director of Marketing & Media will work collaboratively with the other Student Directors to promote their projects to the campus and community. Specific skills include strong communication ability and enthusiasm about NSFP.

**Student Director of Recruitment and Scheduling:** The Student Director of Recruitment and Scheduling assists primarily in the process of raising interest in open leader positions. This process includes various tasks such as tabling and interviewing. The Student Director of Recruitment and Scheduling is a vital contact between the office and our leaders who will also assist in making individualized schedules and even assisting with training. Specific skills include having an approachable personality that can garner student interest, attention to detail in creating schedules, and being able to market the different positions available.

**Programmatic Updates**

SPARK 2025 comprises one-day sessions in June (dates and program specifics yet to be determined) and a variety of virtual components connecting with new students and their families through the D2L platform. New Student Orientation will begin on Wednesday, August 20th and run through the weekend leading up to classes. Student Directors will not be expected to work from July 1st – July 31st.

**Time Commitment**

Some evening and weekend work is required, especially during selection, student leader training, SPARK, and New Student Orientation. Student Directors will hold regular office hours (established with the Director & Coordinator) in in the spring and in the summer as follows:

Spring Semester (January 10th - May 2) - 10 hours/week, except Spring Break

Winter Orientation (January 12th) - approximately 6 hours

SPARK In Person – Dates & Hours to be determined (June 2025)

Virtual SPARK/SPARK @ Home - Dates & Hours to be determined (June 2025)
**OFF FROM JULY 1 – JULY 31**
Orientation Season (August 1st - August 24th) - 40 hours/week
Family Weekend and Wrap-up (August 25th - October 3rd) - hours to be determined

**Renumeration**

Student Directors are paid a stipend of $7,000 (pre-tax), distributed proportionally with the hours worked. Pay periods align with the biweekly student employment calendar from January 10th - October 3rd, 2025.

*If you have any questions, please contact:*

New Student and Family Programs

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