



MARQUETTE
UNIVERSITY

Office of Student Development

Graduate Assistant for Campus Activities

Fall/Spring 2008-2009

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Campus Programs. 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, multicultural education, 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

Late Night Programming

Provide support for late night program initiatives through the following:

- Chair the Late Night Marquette Milwaukee Connection Project Team, working with staff and students to develop relationships with Milwaukee area businesses and attractions and promote community entertainment opportunities for students.
- Lead assessment and evaluation efforts for late night programming, developing evaluation strategies, collecting data, and analyzing results.
- Serve as primary advisor or assist with advising various late night programming groups, including Late Night Marquette Programming Project Team, MUSG After Dark commissioners, Winter Flurry planning team etc.
- 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.
- Serve as a member of the Late Night Marquette Steering Committee.

Student Organization and Departmental Event Management

Participate in additional event-related programs and functions of the Office of Student Development.

Examples could include:

- Serve as advisor to one or more MUSG Program Board commissions, such as Senior Week, Films, or Special Events.
- Provide planning, advising, and/or on-site support for selected Greek or student organization programs and events. (Greek Week, special events, orientation activities, community service events, multicultural programs, etc.)
- Develop and implement training mechanisms for student organization leaders involved in planning events and activities.
- Assist with the management and supervision of event registration procedures and policies related to student organization activities.

Additional Office of Student Development Opportunities

Depending upon interest and availability, support the overall vision and operations of the Office of

Student Development by participating in one or more of the following activities:

- Advise the Commuter Student Association and assist with support services for commuter students.
- Serve as a staff facilitator for one of the bi-monthly sessions of the Students Taking Active Roles (STAR) freshman leadership program.
- Coordinate or assist with coordination of leadership development initiatives, such as the Student Leadership Challenge, Division of Student Affairs Student Leadership Awards program, and/or Women's Leadership Conference.

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

- \$12,450* per academic year
- Tuition scholarship of at least six (6)* credits

*Actual stipend and tuition scholarship amounts are subject to change.

