



MARQUETTE
UNIVERSITY

Office of Student Development
Intercultural Programs Graduate Assistant
Fall/Spring 2008-2009

The person in this position reports directly to the Assistant Dean for Intercultural Programs for the Office of Student Development.

Primary Responsibilities

- A. **Event Coordination-** Work with the Intercultural Program Assistant to coordinate and implement a variety of cultural events, such as Hispanic Heritage, Pan-African Heritage, and Arab Heritage Celebrations.
- B. **Research-** Assist with research as needed for the implementation of new programs and the improvement of current programs. Conduct surveys and other tools for the assessment of current programs. Maintain archive and statistics of programs.
- C. **Leadership Development-** Assist with the planning and implementation of special in-service training and leadership development opportunities for the students in leadership positions.
- D. **Information Resource-** Serve as a resource person around multicultural issues for student employees and student groups by providing and coordinating workshops, presentations, and one-on-one meetings. Maintain resource file for programs and workshops.
- E. **Student Organization Support-** Assist with providing advocacy and support to organizations as they plan events.
- F. **Multicultural Center-** Assist with the supervision of the Multicultural Center and its resources.
- G. **Other Tasks as Needed-** Perform specific tasks, which may vary with current needs in the Intercultural Programs area and the unique qualifications and interests of the graduate assistant.

Terms of Employment

- A. Must be enrolled at Marquette University as a graduate student during the period of employment.
- B. Period of employment: A nine-month period beginning August 15, 2008 and ending May 15, 2009.
- C. The graduate assistant is expected to appropriately balance their academic assistantship and personal commitments.
- D. This is a 20 hours per week assistantship, including some evenings and weekend commitments. Compensation includes a stipend of approximately \$12,450* per year and a tuition scholarship of 6* credits.

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

Updated 9/27/07