

Graduate Assistant for Student Organizations
Alumni Memorial Union/Student Engagement Services
Marquette University

General Description

The Graduate Assistant for Student Organizations serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Student Organizations and Campus Activities. This individual is responsible for several on-going and short-term projects that support student organizations and their programming at Marquette. Additionally, this individual may assist in the design and implementation of peer education, leadership development, intercultural engagement, and community service programs for students and student organizations. The period of employment will extend over the course of the academic year and may possibly include times for personnel or student training and development of office initiatives prior to the start of classes and extending beyond the end of classes, as necessary. The Graduate Assistant for Student Organizations 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 and be mindful of multiple and intersecting identities of our students and work to develop programming, promote dialogue around social justice topics, and advocate for the inclusion of all students at Marquette.

General Responsibilities

Student Organization Administration

Provide support for the following student organization administrative processes:

- < Student organization recognition, registration, and renewal procedures and policies related to the establishment and maintenance of student organizations
- < Assist with student organization event approval process
- < Maintenance of student organization databases, files, and records in the MARQUEE (Marquette University Events and Engagement) Student Engagement Platform
- < Assist with review and revision of the Student Organization Handbook
- < Serve as an advisor to Marquette University Student Government (MUSG) committees related to student organizations
- < Related additional duties

Supervision

- < Directly supervise related student staff including goal setting and evaluating progress and performance
- < Assist with the interviewing, selection, and training of student staff members assigned to work with student organizations

Qualifications

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