

Marquette University
Center for Community Service
Graduate Assistant for Community Service – Staff Manager and Events

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Community Service. This individual is responsible for working with staff, students, and community partners to develop intentional community service and social justice experiences that promotes a commitment to justice and community. This individual will serve as the Staff Manager; overseeing hiring, training, support, community-building, and evaluation of student employees. The Graduate Assistant will also take a leadership role in Center for Community Service events such as Milwaukee Excursions: Connect & Serve, Make a Difference Day, Marquette Community Day of Service, and Community Service Fairs, working closely with student leaders, student program assistants, and community partners. 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

- Act as staff manager for ten student program assistants: recruit and select students, design onboarding and ongoing training, lead staff retreats and leadership development opportunities, and coordinate performance review process. Maintain an educational, supportive environment and evaluate student learning and community care.
- Coordinate service events in collaboration with students, colleagues, and partners including Milwaukee Excursions: Connect & Serve, Make a Difference Day, Marquette Community Day of Service, and Community Service Fairs.
- Supervise student program assistants in their diverse roles of program/event planning, communicating service opportunities and resources, responding to inquiries around service, and maintaining updated volunteer and contact information on community agencies.
- Maintain positive working relationships with community agencies through site visits, phone calls and email communication.
- Serve as a liaison to students interested in community service.
- Assist in assessment and evaluation efforts, developing evaluation strategies, collecting data, and analyzing results
- Collaborate with and support the Division of Student Affairs and other campus partners

Qualifications

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
- Preference will be given to students pursuing a Master's degree in college student personnel, educational leadership, counseling, or related field.
- Commitment to, knowledge of, and/or experience with community service and justice programming, leadership development, community-building, intercultural engagement, and student activities.
- Preference will be given to candidates with experience (including undergraduate experience) in community service, service learning, or social justice programs, as well as experience with program planning, event management, and working with students from a variety of cultural and ethnic backgrounds.
- Strong personal commitment to justice issues and supporting students to be active citizens
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university in an urban environment.
- Strong oral and written communication skills.
- Ability to build and maintain good working relationships with student and professional staff.
- Ability to work independently as well as collaboratively, identify action steps, establish priorities, remain flexible, engage problem solving skills, and evaluate contexts
- Availability to work nights and weekends when needed- this is an expectation for the position.

Remuneration

- \$20,000* stipend for 9-month term.
- Tuition scholarship of 12 graduate credits from the College of Education.

**Graduate Assistantship positions and compensation are subject to change*