



Marquette Business Student Success Graduate Assistant

General Description

This assistantship will focus on student success aligned efforts offered by the Marquette Business Swift Student Center including student-focused communications, direct student advising (academic and career) and other projects based on needs and best practices. The Swift Student Center is home to the Business Career Center, Undergraduate Student Services and International Business Programs. This Graduate Assistant will support student-focused programming such as career education courses, mentoring programs and student communications, while also supporting new efforts that relate to the shared space and high-traffic, and first floor location in the building.

Specific Responsibilities

Career Development Support

- Collaboration with the Business Career Center Director on innovative career programming
- The graduate assistant will learn to serve students through appointments, training, observation and ongoing meetings with his/her supervisor. Appointment support will align with the LEAD career development courses as well as Business Career Center appointment service.
- Career course support: including assignment feedback, grading and one-on-one student meetings.

Academic Advising & Retention Support

- Collaborate with the Assistant Dean on special advising and retention focused projects for current business students.
- Learn about business majors, course planning and academic-to-career focused information to best serve student needs throughout the academic year.
- Advise a small caseload of current freshmen or sophomores in the college.

Communications

- Development of Business Career Center and/or college-focused newsletters with a student audience.
- Preparation of social media posts and engaging with the Swift Student Center Social Media Intern.
- Preparation of instructional materials and resources for the Business Career Center website, events or courses.

Project-Based Opportunities

- Support to business student organizations.
- The graduate assistant will have the opportunity to support projects that emerge as needs or best practice research opportunities in support of student success and collaborations between all areas of the Swift Student Center.

Qualifications

- Currently enrolled (or accepted for enrollment) in Marquette University's Student Affairs in Higher Education graduate program.
- Strong oral, written, and interpersonal communication skills.
- Proactive mindset, excellent organizational skills, an ability to manage multiple priorities and a collaborative approach.
- Ability to work independently while also leading, supervising, and mentoring a team of career peers

Remuneration

- Stipend for 10-month term. (Aug.-May), 20 hrs./week. Due to the preparation needed for the start of the school year, the Student Success GA position will begin within the first week of August as possible.
- Tuition scholarship of 15 credits a year.