

Graduate Assistant for Programming and Undergraduate Interns
Center for Urban Research, Teaching & Outreach (CURTO)
Marquette University

The Graduate Assistant will serve as the Coordinator of Programming and Undergraduate Interns for the Center for Urban Research, Teaching, and Outreach (CURTO). The GA will serve a 12-month appointment, working approximately 20 hours per week. The GA will report to the Assistant Director and work in tandem to accomplish the core assistantship responsibilities. These responsibilities include:

- **Hiring & Supervision**
 - Directly supervise undergraduate interns through regular one-on-one meetings, create semester workplans, utilize Microsoft Planner for student work assignments, and evaluate progress and performance
 - Assist with the interviewing, selection, orientation, onboarding and training of undergraduate interns for all CURTO initiatives
 - Assist with review and revision of the Student Training Manual
 - Maintain student intern database, files, and records in SharePoint/Microsoft Teams
 - Lead assessment and evaluation efforts for student interns, developing evaluation strategies, collecting data, and analyzing results
 - Facilitate professional development opportunities (ex. resume review workshops, headshot workshops) in collaboration with the Career Services Center, Student Success Coordinators, and other stakeholders
 - Collaborate with other CURTO coordinators and managers to create and execute professional development and outreach experiences for CURTO interns
 - Related professional development opportunities and responsibilities may be offered and or assigned throughout the term of the assistantship

- **Programming and Undergraduate Research Opportunities**
 - Assist and support Annual CURTO events including Organization Fest (O-fest) and CURTO Fall Kick-Off/Orientation
 - Serve as a committee member and assist with planning and development of the *Justice in Action Conference* in collaboration with the Arrupe Center of Community Service and Social Responsibility
 - Assist and support CURTO-sponsored *Soup with Substance* events
 - Assist and support CURTO interns with research presentation opportunities including but not limited to the following: OSRP's *Forward Thinking Symposium*, Community Impact Showcase, COAS *Celebration of Research*, Honors Program *Annual Undergraduate Research Fair*
 - Related professional development opportunities and responsibilities may be offered and or assigned throughout the term of the assistantship

Preferred Qualifications

- Direct or related experience working with students from traditionally underrepresented populations, e.g. underrepresented racial, ethnic and religious communities, undocumented, and/or first-generation students
- Experience (including undergraduate experience) in diversity, inclusion, and/or social justice education and programming
- Demonstrates knowledge and ability around topics related to social justice ideals and concerns, including, but not limited to equitable support for underrepresented and minority identities, issues with systemic and social power dynamics, reflection upon privilege and its impact, and the contexts and implications of multiple and intersecting identities

CURTO “positions itself as an intellectual axis and key convener of programs that address issues central to affirming human rights and human dignity.” Toward that end, CURTO’s guiding values include, but are not limited to supporting student research, serving as a model for engaged scholarship, and strengthening relationships between Marquette and our local communities. Visit our [website](#) to learn more.