

Position Title: Graduate Assistant, Graduate Student Success

Department: Graduate School

Reports To: Graduate Student Development Coordinator

Appointment: Academic Year

Hours: Approximately 20 hours per week

Position Summary

The Graduate Assistant for Graduate Student Success serves in an academic year appointment working approximately 20-hours per week and reports to the Graduate Student Development Coordinator in the Graduate School. The Graduate Assistant will primarily work in the Graduate Student Success office overseeing the project request process, assisting with communications, and supporting programming initiatives.

Marquette University offers graduate students programming that aligns with its Catholic, Jesuit identity and supports personal, academic, and professional success during their graduate education journey and beyond. The Graduate School provides access to services, resources, and opportunities in an inclusive environment that fosters a sense of community across campus and throughout Milwaukee.

This position supports both long term and short-term projects, including educational and social programming, student leadership development, and event support. While not required, interest or experience in graphic design and communications is beneficial. The Graduate Assistant is responsible for graduate student success programming, communications, assessment, and collaboration with key campus partners to offer inclusive events. All responsibilities are expected to be carried out in a manner that reflects the Catholic, Jesuit mission of the University.

Key Responsibilities

Programming and Community Building

- Assist the Graduate Student Success team with designing, planning, implementing, and assessing programming that supports community building, awareness, health and wellness, and professional development
- Provide support and leadership for activities and events such as new student orientation, TA orientation, the Graduate Student Services Fair, International Student Peer Support programming, advising the Graduate Student Organization and other graduate student organizations as needed, Wisdom Walks, research and professional development programming, health and wellness information sessions, community building events, career events, Dissertation Writing Workshop, Graduate Student Appreciation Month events, and graduation
- Coordinate and facilitate opportunities that foster leadership skill development and a sense of belonging within the graduate community

- Assist with developing peer mentoring initiatives that connect new graduate students with advanced students
- Assist with coordinating small cohort-based communities for first year or dissertation stage students
- Facilitate writing accountability groups or structured study sessions
- Assist with coordinating wellness initiatives addressing stress management, time management, financial management, and exploring health insurance
- Collaborate with campus ministry and campus partners to offer reflection opportunities aligned with Marquette's Catholic, Jesuit mission
- Assist with May commencement activities

Professional Development

- Assist with research and professional development programming
- Coordinate workshops on academic and non-academic career pathways such as the Career Development Bootcamp and Career Exploration Days
- Partner with campus offices to provide sessions on grant writing, conference proposals, publishing, and teaching development
- Create a professional skills series focused on leadership, communication, conflict management, and networking

Communication and Outreach

- Oversee the project request process and assist with office communications
- Assist with communication and promotion of graduate student programming
- Assist the Graduate School Admissions team by meeting prospective students and providing tours
- Support and help conduct information sessions for new students
- Assist the Graduate School and partner offices with the First Destination Survey
- Create content and write graduate student news features for the weekly MUGS NEWS newsletter
- Assist with managing graduate success web content and the web calendar for academic and social events
- Conduct listening sessions or focus groups to better understand graduate students' needs

Assessment and Strategic Initiatives

- Assist the Graduate Student Success team with projects and data collection
- Assist in assessment and evaluation efforts, including developing evaluation strategies, collecting data, and analyzing results
- Assist with analyzing participation data to identify gaps in engagement
- Develop learning outcomes for graduate student programming and track impact over time
- Benchmark peer institutions to identify best practices in graduate student support

Qualifications

- Current enrollment or acceptance into a Marquette University graduate program. Preference for students pursuing degrees in student affairs, educational leadership, counseling, communication or a related field
- Strong oral and written communication skills
- Strong project management skills
- Experience working with students from a variety of cultural and ethnic backgrounds
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university
- Availability to work some evenings and weekends as needed to support student programming

Compensation

This is a 20-hour per week assistantship. Compensation includes a 12-credit tuition scholarship and a stipend of \$20,700.

Apply

Interested applicants should send their resume and cover letter to:

Melissa Econom
Graduate Student Development Coordinator
Graduate School, Zilber 205
Melissa.econom@marquette.edu