

New Student and Family Programs Graduate Assistant Position

Job Description

The Graduate Assistant for New Student & Family Programs at Marquette University provides an opportunity for personal and professional growth for a graduate student enrolled in a higher education/student affairs or related program. During this experience, the Graduate Assistant will assist with the development and implementation of New Student Programs at Marquette University, including SPARK (a summer pre-orientation program in June), New Student Orientation (welcome week in August), Winter Orientation (January), and Family Weekend (end of September). The Graduate Assistant for New Student & Family Programs will serve as a co-supervisor for student employees and coordinate the training of 100+ undergraduate student staff. New Student & Family Programs is housed in the Office of Student Development in the Division of Student Affairs.

Programmatic Highlights

[SPARK](#) is an introductory program to Marquette University for over 2,000 first-year students and their families. This program includes the support of the student employees and roughly 30 SPARK Student Leaders (schedule is to be determined). [New Student Orientation](#) will tentatively begin on Wednesday, August 21st through Sunday, August 25th, having off the entire month of July. An 11 month contract. Program specifics can be discussed at any point by contacting Marianne Di Ulio or Cassidy Hempel.

General Duties and Responsibilities

- Distribute information to new students, families, and internal constituencies about a variety of pieces regarding Marquette University and New Student & Family Programs
- Collaborate effectively with additional summer Graduate Assistant on various tasks
- Serve as a representative of Marquette University and execute all duties in a professional manner
- Initiate and develop open communication with students and their families about Marquette
- Act as an ambassador of Marquette University in a variety of structured and informal formats

Staff Development and Training

- Co-supervise student employees and meet with staff regularly to discuss ongoing progress in program development and leadership development
- Guide and facilitate developmental training initiatives for [100+ student staff members](#)

SPARK and New Student & Family Orientation

- Design and execute orientation and transition programs for new students and their families
- Identify, plan, and implement social programs and entertainment for new students and their families
- Implement assessment initiatives on behalf of New Student & Family Programs
- Contribute to the development of marketing materials and publications

- Attend and supervise evening programs during SPARK and New Student Orientation programs

Family Programs

- Design and execute orientation and transition programs for families of new students
- Implement Family Programs during SPARK, such as Campus Up Close Tours and Family Workshops
- Train and oversee SPARK Family Leaders along with the student employees for Family Experience
- Identify, plan, and implement social programs and entertainment for families of new students
- Family Weekend

Terms and Conditions of Position

Dates of Position: 05/13/2024* through 05/13/2025

**Depending on finals week schedule, partial onboarding may begin the week prior.*

**The month of July you would not be on contract.*

Time Commitment

The Graduate Assistant for New Student & Family Programs is an employee of the Office of Student Development and, for the duration of the internship, will be expected to 20 hours per week when the University is open. Work week hours will fluctuate during lighter heavier program times. Marquette University is closed on Memorial Day (May 27) and the Gift of Time (Sunday, December 24th, 2024 – Sunday, January 1, 2025). Vacation days and/or time away the office may be coordinated with the supervisor. Some weekend and evening work is required, especially during training and program dates. SPARK 2024 will take place throughout the summer. Orientation 2024 will take place from August 21 – August 25th, 2024, with Training from August 18 - 20. Family Weekend 2024 will take place September 27th - 29th, 2024.

There are additional opportunities to take part in training and selection of the student staff in the spring semester. Those dates will be discussed on an individual basis.

Remuneration

The Graduate Assistant for New Student & Family Programs will be paid a stipend of \$19,360. Payment will be divided into biweekly payments distributed throughout the term of employment. Additionally, we will provide some meals during training and program dates, and some attire to wear during programs, including wonderfully soft tee shirts.

Qualifications and Experience

Required

- Current enrollment in a graduate program, preferably in a higher education/student affairs or related program. Preference will be given to students who continue coursework in 2024-2025 academic year
- Ability to work independently and to take initiative to improve existing practices
- Excellent written and oral communication skills
- Creativity and enthusiasm for developing undergraduate students to their full potential

- Demonstrated ability to interact effectively with people from a wide variety of backgrounds
- Strong leadership and supervisory skills
- Demonstrated ability to work well on a team
- Demonstrated ability to perform under pressure and manage stress professionally
- A willingness and ability to work evenings and weekends
- Proficiency in standard Microsoft Office applications

Preferred

- Experience training and supervising undergraduate students
- Experience in developing and implementing large-scale educational programs
- Experience developing programs that are inclusive of students from underrepresented populations
- Experience in development of assessment initiatives

How to Apply

Please submit a professional resume, cover letter, and contact information for two professional references (no reference letters needed) to Marianne Di Ulio, Director of New Student and Family Programs (marianne.diulio@marquette.edu) or Cassidy Hempel (cassidy.hempel@marquette.edu).