

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.

[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 20th through Sunday, August 24th, having off the entire month of July. An 11 month contract. Program specifics can be discussed at any point by contacting Marianne Di Ulio (marianne.diulio@marquette.edu).

- 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

- 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](#)

- 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

