Program Assistant – Community Service
Center for Community Service
Division of Student Affairs

General Description
The Program Assistant for Community Service is a student staff member in the Center for Leadership, Service, and Involvement
and participates as a member of the Center for Community Service team. They are directly supervised by the Director of
Community Service, Coordinator for Community Service, or a Graduate Assistant for Community Service. The Program
Assistant is responsible for promoting community engagement within the Marquette community and supporting student
volunteers/student leaders by crafting meaningful, impactful, and reflective service experiences. The Program Assistant serves
as a liaison between students, student groups, partner agencies, campus partners, and the greater Milwaukee community.
Program Assistants engage in social justice reflection and lead reflection with their peers.

As a staff member with the Center for Community Service, the Program Assistant will also be expected to contribute to the
implementation of the university mission, to value and empower fellow students, and to assist with various duties (copying,
filing, answering phones, etc.) when needed. Members of the Center for Community Service team perform their work in a
highly collaborative environment and should expect to work closely with student and professional staff to complete the
responsibilities listed below.