

## **Program Assistant for Late Night Programs** **Office of Engagement and Inclusion**

### **General Description**

The Program Assistant for Late Night Programs is responsible for assisting with the creation, promotion, and implementation of Late Night events at Marquette University. The Program Assistant for Late Night Programs is responsible for developing a comprehensive calendar of Late Night events, reserving event and publicity space, managing promotion strategies to create campus-wide knowledge of Late Night programs, working with entertainers and agencies to book entertainment, and collaborate with other offices and student organizations in planning, publicizing, and executing Late Night programs.

As a staff member within the Office of Engagement and Inclusion, the Program Assistant for Late Night Programs will also be expected to contribute to the application of the Office of Engagement and Inclusion Vision Statement, to value and empower fellow students, and to assist with various duties in the Office of Engagement and Inclusion when needed. This position should expect to work closely with student and professional staff to complete the responsibilities listed below.

### **Specific Responsibilities**

- Assist the Coordinator for Campus Programs and Graduate Assistant for Campus Activities with the creation, development, and implementation of Late Night Programs
- Collaborate with campus partners to plan campus-wide Late Night programs
- Assist in the advertisement and promotion of Late Night programs; this may include promotion in display cases, table tents, distribution of flyers and posters to on-campus offices and off-campus businesses, and working with student organizations to promote Late Night programs
- Work with agencies to book entertainment for Late Night programs
- Communicate Late Night Marquette funding opportunities to student organizations
- Work with Event Management to reserve event and publicity space, as well as finalize catering orders and event diagrams
- Create and manage a database of Late Night Marquette materials
- Provides timely and accurate feedback on program events
- Regularly update the Late Night Marquette website, manage Facebook and Twitter accounts for Late Night Marquette, and upload event information to MARQUEE
- Design and send weekly emails to the Late Night Marquette Listserv
- Act as liaison to the Student Affairs Marketing and Graphics Office and the Office of Residence Life, in order to assist with the design and distribution of Late Night Marquette print publicity
- Act as an onsite contact at Late Night Marquette programs
- Other duties as assigned.

### **Qualifications**

- Demonstrate understanding of the foundational purpose of Late Night programming
- Experience with and/or interest in student activities, programming, leadership development, social media, and marketing.
- Creative and resourceful
- Strong oral, written, and interpersonal communication skills
- Strong organizational skills
- Ability to work independently and accept individual responsibility for projects or assignments
- Ability to work within a team
- Ability to time manage and work under a deadline
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university

### **Remuneration**

- Approximately 10 hours per week (flexible, evening and weekend hours necessary)
- \$10.00/hour