Multicultural Student Affairs Graduate Assistant

Content Focus Lesbian, Gay, Bisexual, Transgender Students

Position Description

2016-2017 Graduate Assistant Position

Multicultural Student Affairs (MSA) is one of three departments within Campus Inclusion and Community (CIC) at Northwestern University. Our mission is to enrich the cultural experience of Northwestern through leadership and education programming; providing opportunities for community engagement and identity expression; and assisting students in navigating the University. Students who participate in MSA’s programs and activities will (or will be able to):

- Explore their identities and how they contribute to personal success (Personal Development).
- Utilize resources in order to navigate the communities and institutions in which they participate (Interpersonal Competence and Social Responsibility).
- Analyze cultural differences to create a more socially just campus community through empathy and understanding (Social Responsibility).

About the Graduate Assistant Position

Graduate Assistants (GA) in MSA will gain valuable skills that can be transferred to any area within higher education and beyond. Each GA will be supervised by one of our four full-time staff members, who each serve as a content expert for one of the following student communities: African-American/Black, Asian-American/Pacific Islander/Desi, Latino/a, Native American/Indigenous and Lesbian, Gay, Bisexual, Transgender, Queer. In addition to working with a specific student community, the GA is also given the opportunity to work across communities by focusing on one or more of our major programming areas: Identity Engagement; Leadership & Education; or Institutional Navigation. For more information on these areas and our programming, visit our website at www.northwestern.edu/msa.

GAs for Multicultural Student Affairs will start on Monday, September 12, 2016. By applying for this position you are agreeing to this start date.

Responsibilities of the Graduate Assistant include:

- Assist the staff with the planning, implementation and evaluation of MSA sponsored programming throughout the year.
- Research best practices at other universities as it relates to multicultural student affairs and diversity-related services.
- Attend a range of meetings with staff, students, and other community stakeholders to assist with community building and strategic planning efforts.
- Assist in the advising of student groups.
- Establish and maintain connections with academic departments and assist with determining collaborative efforts.
- Support other programs, as appropriate, sponsored by departments within Campus Inclusion and Community, the Division of Student Affairs and the NU community.
- Correspond with prospective students, alumni and other individuals seeking information about MSA.
- Serve as an MSA representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.
- Assist in the development of student group leaders by addressing concerns regarding student group needs such as programming, discussion and facilitation, as well as developing any relevant training materials for MSA recognized student groups.
- Complete other duties as assigned.
Graduate Assistants should have strong interpersonal skills, flexibility, cultural awareness and sensitivity, and the ability to complete a broad range of responsibilities/projects. Graduate Assistants must be at least part-time students and are expected to work 15-20 hours per week. Completion of a weekly timesheet is required.

To apply, please send a cover letter, resume, and the names, addresses, and phone numbers of three (3) references to:

Alejandro Magana, Assistant Director  
Multicultural Student Affairs  
1936 Sheridan Road  
Evanston, IL 60208  
alejandro.magana@northwestern.edu  
(847) 467-7338

About Northwestern University

Recognized both nationally and internationally for the quality of its educational programs at all levels, Northwestern University is a private institution founded in 1851. The University has two campuses located on Lake Michigan: a 240-acre campus in Evanston, the first suburb north of Chicago, and a 25-acre campus in Chicago. Northwestern also has a campus in Education City, Doha. Northwestern University in Qatar (Nu-Q) offers undergraduate degree programs in communication and journalism.

Northwestern combines innovative teaching and pioneering research in a highly collaborative environment that transcends traditional academic boundaries. It has distinguished itself by encouraging innovation and integrating experiences across fields. Northwestern provides students, faculty, and staff exceptional opportunities for intellectual, personal and professional growth in a setting enhances by the richness of Chicago.

As one of the newest additions to the Division of Student Affairs, the Department of Campus Inclusion and Community is dedicated to collaborating with students, faculty, and staff with the aim of making Northwestern University an inclusive community for all Wildcats. DCIC’s primary goal is to cultivate a community of respect at Northwestern. Visit our website for more information about the department:

http://www.northwestern.edu/inclusion/.