Multicultural Student Affairs Graduate Assistant
Summer Academic Workshop
Position Description

2016-2017 Graduate Assistant Position

Sponsored by the Associate Provost for Undergraduate Education, the Summer Academic Workshop (SAW) is a three-week, credit-bearing summer program that develops the writing skills students will need to be successful during their academic career. SAW empowers students with the knowledge, skills, and confidence necessary to successfully navigate the university and provides students with the writing skills needed to succeed throughout their academic careers. Students benefit from the mentorship of upperclassmen who serve as Peer Counselors; instruction of Faculty affiliated with Northwestern's esteemed Writing Program; and support and guidance from staff in the Department of Campus Inclusion & Community. Open to all students, priority in SAW is given to first-generation and/or low-income students. Founded in 1966, SAW is the oldest program of its kind at Northwestern, benefitting more than 1500 students.

Multicultural Student Affairs is one of three offices within the Department of Campus Inclusion & Community (CIC). The mission of MSA 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. Our office specializes in the support, development, and advocacy of students of color and LGBTQIA students, but serves all Northwestern students.

Position Description

Multicultural Student Affairs (MSA) seeks a Graduate Assistant (GA) to assist with the Summer Academic Workshop (SAW) 2016. The GA serves as a key point person in the planning, implementation, and overall success of SAW. The successful candidate will train, supervise, and assess six (6) undergraduate Counselors; work closely with the Co-Director of SAW in the planning, implementation, and assessment of SAW's learning outcomes; and lead activities designed to support students’ personal development.

The SAW GA position is a summer appointment from July 11th – September 16th. The GA is expected to complete 15 hours each week, and will earn a total stipend of $2250 over the course of the appointment. During the program, which runs Aug. 22nd - Sept. 9th, residency on campus will be required. This position will remain open until filled.

Primary Responsibilities:

- Supervise and evaluate six (6) undergraduate Counselors in the completion of their primary responsibilities.
- Assist the MSA staff in the planning, implementation, and assessment of educational initiatives designed to further students’ personal development.
- Coordinate, manage and assess the undergraduate Counselor training program, in partnership with the Co-Director of SAW.
- Organize and manage the Counselor’s daily duty rotation.
- Coordinate and attend evening and weekend SAW activities to ensure their success, in conjunction with the MSA staff.
- Serve as a liaison between SAW students, Counselors, and MSA staff as necessary.
- Complete other duties as assigned.

Qualifications & Competencies (Education, experience, skills, knowledge, and abilities):

- Completed at least one year of a master’s degree program in in College Student Development, Higher Education Administration, or a related field.
- Experience with peer mentoring or advising.
- Familiarity with theory related to college student identity development, especially as it relates to low-income/first-generation college students, LGBTQIA students, and/or students of color.
- Strong interpersonal and organizational skills.
- Must work well as part of a team and independently.
- Proficient in Microsoft Office 2013 and Box.com collaborative tools.

To apply, please send a cover letter, resume, and three (3) references to:

Alejandro Magana, Assistant Director  
Multicultural Student Affairs  
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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/.