Student Enrichment Services Graduate Assistant
Position Description

2016-2017 Graduate Assistant Position

Student Enrichment Services (SES) is one of three departments within Campus Inclusion and Community at Northwestern University and opened its doors in October 2014. SES works with low-income and first-generation students to enhance their academic success, personal development, and professional growth. Through campus-wide partnerships, SES builds an inclusive Northwestern community by engaging students and their allies with programming and dialogue around the low-income and first-generation experience.

About the Graduate Assistant Position

The GA for Student Enrichment Services is a part-time employee and full-time graduate staff member, who is directly supervised by the Director of Student Enrichment Services. The individual in this position assists the Director in all matters pertaining to the development and growth of this new area across the Northwestern campus. Specific areas of responsibilities are outlined below.

The GA for Student Enrichment Services 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 with managing the SES Peer Mentor Program. Responsibilities include attending weekly group meetings as well as weekly coaching sessions with mentors. The GA will also assist with all preparation and planning for the entire program throughout the academic year. Weekly group meetings and coaching sessions take place after 5 pm on campus, thus frequent night and weekend responsibilities are required.
- Assist with the development of events and programs targeted to first-generation and low-income students. Manage event-planning and all marketing/outreach for programming.
- Research best practices at other universities around the experience of first-generation and low-income students.
- Attend meetings with staff, students, and other stakeholders to build community and offer ideas for partnership and co-sponsorship.
- Assist the Director in overseeing the SES Council made up of faculty and staff and the SES Advocacy Council made up of student leaders across campus.
- Work with parents and families in key regional areas across the U.S. to provide support and to engage them with the Northwestern community.
- Work with student leaders and assist with the advising of student groups, including the Quest Scholars Network, Ryan Scholars, and the Gates Millennium Scholars.
- Assist with the management of the SES Peer Mentoring Program
- Serve as an SES representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.

To apply, please e-mail 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
Applications will be accepted and reviewed until the position is filled.

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/.