Student Enrichment Services Graduate Assistant
Position Description

2018-2019 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 first generation, undocumented/DACA, and/or low-income 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 first generation, undocumented/DACA, and/or low-income 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 Assistant Director of Student Enrichment Services. The individual in this position assists the Assistant 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 Monday, September 17, 2018. By applying for this position you are agreeing to this start date.

Responsibilities of the Graduate Assistant include:

- Attend full day orientation training from 9-5pm starting September 17, 2018 to September 19, 2018.
- Work mandatory 15 hours per week.
- Assist with managing the SES Compass 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 including all quarter kick offs and Compass end of the year celebration.
- Research best practices at other universities around the experience of first-generation and low-income students.
- Attend meetings with staff, students, other CIC graduate assistants, and other stakeholders to build community and offer ideas for partnership and co-sponsorship across all CIC departments.
- Assist with the management of the SES Peer Mentor Workshops along with facilitating your own workshops for the participants on various nights.
- Serve as an SES representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.
- Assist with other SES office projects like Winter Gear and Laptop Distribution.
- Attend CIC Committee meetings, Northwestern Student Engagement meetings, and Northwestern Student Affairs meetings.
- Seek Professional Development Opportunities inside and outside of the University to help you progress as a Student Affair professional.
- Meet with Students when needed when they come into the SES office for any questions or concerns.
- Help out with Purple Pantry, Commencement, Dillo day, and other large University Events if needed or asked.
To apply, please fill out the CIC Graduate Assistant Application Form and submit a resume, cover letter and the names, addresses, and phone numbers of three (3) references.

Link to application https://forms.dosa.northwestern.edu/view.php?id=853820

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 enhanced 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/.