Social Justice Education Graduate Assistant
Position Description

2018-2019 Graduate Assistant Position

The Graduate Assistant (GA) for Social Justice Education is a part-time employee and full-time graduate staff member, who is directly supervised by the Assistant Director for Social Justice Education. The individual in this position assists the Assistant Director in all matters pertaining to the development, implementation, and assessment of opportunities for dialogue, experiential learning, leadership development, multicultural education, and social justice training with the Northwestern community. Specific areas of responsibilities are outlined below.

The GA for SJE will start on Monday September 17, 2018. Graduate Assistants are required to attend a three-day orientation from Monday September 17, 2018 to Wednesday September 19, 2018 from 9-5pm. By applying for this position you are agreeing to this start date.

Responsibilities of the Graduate Assistant include:

- Assist the Assistant Director in overseeing the Sustained Dialogue Program.
- Assist the Assistant Director in developing and implementing trainings on inclusion and cultural competence with faculty, staff, and students.
- Assist the Assistant Director in creating and implementing assessments for programs and trainings.
- Develop and/or continue topics of discussion and coordinate programs around diversity, social justice, inclusion, and dialogue.
- Work with Student Affairs Marketing to market programs and events.
- Opportunity to create and implement new initiatives around dialogue, experiential learning, leadership development, multicultural education, inclusion, and social justice.
- Create end of the quarter reports.
- Secure space for sessions.
- Perform additional duties as assigned by the Assistant Director or Director.

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 20 hours per week at $15/hour. We are not able to offer a tuition waiver, health insurance, or other benefits.

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 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/.