

**Knight Community Scholars Program Graduate Assistant (1 Position Available)**

**Dates of Internship:**

- 09/04/2024 - 06/06/2025

**Payment/Stipend:**

- \$20/hr at 15-20 hrs/week

**Program Background:**

Launched in Fall 2019, the [Knight Community Scholars \(KCS\) Program](#) supports a selected cohort of first-generation, lower-income (FGLI), and/or undocumented/DACA students at Northwestern University with four years of individual and group advising, community-building opportunities, workshops, and programming. Scholars are selected based on their leadership capacity, intellectual potential, resilience, and commitment to their communities. From matriculation to graduation, KCS Scholars explore their FGLI identity, how it informs their experiences at Northwestern University, expand community and supportive network of peers, staff, and campus partners.

By engaging in these programmatic aspects, scholars will learn how to:

- Acknowledge their FGLI identity.
- Build community amongst peers who self-identify as FGLI and/or DACA.
- Successfully navigate Northwestern University's on-campus resources, programs, and services from matriculation to graduation.

**Responsibilities include:**

- Work closely with Assistant Director of Student Enrichment Services on the planning, coordination, and execution of major Knight Community Scholars programming events: KCS New Scholar Orientation, monthly programming (Community Knights, Scholar Café & Fuel Kit Events), and End of Year Senior Send-Off Celebration.
- Serve as a thought partner and collaborator alongside the KCS team which consists of two Assistant Directors and one Senior Director of Student Enrichment Services (SES)
- Implement and facilitate monthly Scholar Café with the support of KCS Ambassadors.
- Attend weekly SES, KCS and monthly Campus Inclusion and Community (CIC) meetings.
- Administrative tasks such as creating email templates, designing fliers and/or purchasing meals for program events, etc.
- Manage KCS communication and outreach with scholars via email, Groupme and Canva.
- Collaborate with on-campus partners and student organizations to create, implement, and execute events that enrich our scholar's experiences at Northwestern.

- Serve as a SES representative, as appropriate, during informational presentations and distribute general information about the office, its services, and programs.
- Support SES office and CIC departmental events and initiatives.
- Other program-specific or operational duties as assigned.

**Important Dates:**

- Knight Graduate Assistant Orientation (in-person) - September 4<sup>th</sup> & 5<sup>th</sup> 2024.

**Qualifications:**

- Must be a graduate student enrolled in a higher education/college student personnel or related program within the city of Chicago, IL
- Knowledgeable about the transition of first generation and lower income (FGLI) students to university.
- Familiarity with leadership and identity development of students, developing community and sense of belonging among students.
- Background within working with undergraduate students in some capacity and utilization of conflict resolution skills
- Demonstrated commitment and understanding of inclusion, diversity, and social justice
- Must be interested in program management (logistics, organization, and budget management)

**Application:**

Please submit a cover letter and resume for this position. In your cover letter, highlight experiences working alongside students or communities who self-identify as FGLI, DACA and/or BIPOC and the role or capacity you served. Additionally, share how those experiences are applicable to this position.

**Interviews:**

Virtual interviews will take place during the week of February 29<sup>th</sup> – March 1<sup>st</sup>.

**Questions:**

For questions and/or concerns, please email SaShay Butler, M.Ed. at [sashay.butler@northwestern.edu](mailto:sashay.butler@northwestern.edu).