

Northwestern

STUDENT ENRICHMENT SERVICES

2023 SES SAW Graduate Assistant Position Description

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/>.

About Student Enrichment Services

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 partners with first generation, undocumented/DACA, and/or lower-income students to foster identity development, navigate campus resources, and build community. Through campus-wide partnerships and advocacy, SES strives to build an inclusive Northwestern community that is welcoming, supportive, and accessible for all students.

About Summer Academic Workshop

The Summer Academic Workshop (SAW) is a three-week, credit-bearing, residential 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 SES. Open to all students, priority in SAW is given to first generation and/or low-income students.

About the Graduate Assistant Position

The SAW Graduate Assistant (GA) will work in partnership with the Associate Director of SES to support the SAW Counselor and participant experience. The GA will also serve as the Resident Director during the Summer 2023 Program. They will move into the residence hall SAW participants will be housed at the start of SAW Counselor training. During this time the GA will be responsible for the management of the SAW residential experience.

A successful GA is passionate about the transition of first generation and lower income students to university. They are interested in the leadership development of students and developing community and sense of belonging among students. This position also asks the GA for flexibility, as work hours will include evening and weekends. Finally, in this position you will utilize conflict resolution skills, understanding of diversity and social justice, and the GA will need to be willing to respond to emergency situations.

This SAW GA position starts Monday, July 24– Monday, September 18, 2023. The GA is expected to complete 20 hours each week. The hourly rate is \$22 and is paid bi-weekly during the duration of the appointment. During the program, which runs from August 20 through September 10, 2023, residency on campus will be provided and required and hours may increase due to on call expectations.

Responsibilities of the Graduate Assistant include:

- SAW Counselor Responsibilities
 - Supervise six SAW Counselor throughout the entire summer program
 - Contribute to the planning and execution of SAW Counselor training
 - Evaluate the SAW Counselors performance at the end of the program
 - Serve as a mentor and resource to SAW Counselor
- Residence Director
 - Live in the residential hall during the duration of the program
 - Organize and manage the Counselor's daily duty rotation
 - Lead and facilitate the orientation to residential experience
 - Mediate conflicts that may arise between counselors and SAW participants or between SAW participants and other summer bridge participants housed in the residence hall
 - Attend and support evening and weekend programs planned by the Counselors'
 - Serve as a liaison between SAW participants, Counselors, and SES staff as necessary.
 - Respond to emergency situations and be on call throughout the duration of the program
- Complete other duties as assigned.

Qualifications

- Candidates must be enrolled in or have graduated from a Master's degree program in Higher Education, Student Affairs, Counseling, or a related field
- Preference will be given to candidates with substantial experience in residence life, extensive involvement in multicultural affairs, program planning experience, and a commitment to leadership development