



**Northwestern**  
STUDENT ENRICHMENT SERVICES

Campus Compact AmeriCorps VISTA Member  
*Northwestern University, Student Enrichment Services*  
*Evanston, IL, Cook County*

The Campus Compact AmeriCorps VISTA program places AmeriCorps VISTA members in full service with our campus and community partners for a one-year period. During this year, members spend 35 hours per week on their host site's campus or with one of that campus's community partners to work on building systems and programs that support low-income college students and community members. The VISTA member's work is to build capacity, meaning that rather than directly serving the community, they're enhancing or creating systems, structures, and resources that support the direct anti-poverty work. Campus Compact functions as the central VISTA program hub, performing program administration, offering training and support to VISTA members and their projects, and connecting the work happening in individual projects both to similar work happening nationwide and back to AmeriCorps. For detailed program information and FAQs, please visit our website.

**Service Term:**

August 10, 2026 - August 10, 2027

*Please note that this start date is subject to change. Start dates are based on a federal calendar and are not flexible. Regardless of start date, the term of service lasts exactly one year.*

**Summary of Position Details:**

Student Enrichment Services (SES) is Northwestern University's (NU) office supporting undergraduate first-generation and/or lower-income students. This VISTA position strengthens the organizational infrastructure of SES to improve the effectiveness, clarity, and long-term sustainability of programs supporting low-income college students. Through a comprehensive assessment of existing systems and practices, the VISTA will identify opportunities to enhance how services are delivered and accessed. Key areas of focus include developing a standardized infrastructure for student workers, modernizing digital student resources, and improving processes related to financial resource access and education. By strengthening these operational systems, the VISTA will contribute to increasing institutional capacity to reduce barriers to access and better equip low-income students with the knowledge and resources needed to navigate financial and academic challenges.

**Responsibilities**

- **Digital Resource Audit and Gap Analysis**
  - Design and facilitate at least one structured focus group with low-income students to assess barriers to accessing employment and financial literacy resources, identify navigation challenges, and gather recommendations for improving clarity and communication; synthesize findings into a written summary to inform system-level improvements.

- Analyze frequently asked student questions and common inquiry patterns to identify confusion points and access barriers.
- Assess accessibility, navigation flow, and clarity of eligibility language across digital platforms
- Assess the effectiveness of Student Enrichment Services social media platforms and newsletter communications as pathways for low-income students to access resources by analyzing engagement metrics, click-through data, and content alignment
- Produce a written Website, Social Media, and Newsletter Resource Gap Analysis with prioritized recommendations.
- **Student Worker Infrastructure**
  - Conduct structured qualitative and quantitative assessment of the student worker pilot program and produce a summary report identifying scalability and training needs.
  - Draft standardized student worker role descriptions and supervision guidelines.
  - Develop structured onboarding and training modules.
  - Create a comprehensive Student Worker Handbook.
  - Pilot materials and finalize documentation for long-term use.
- **Books for Cats, Northwestern's course materials library available to eligible undergraduate students, and International Low-Income Student Support Utilization and Communication Analysis**
  - Collect and review utilization data and eligibility processes for Book for Cats and International Low-Income Student Support programs.
  - Identify process breakdowns and points of student confusion.
  - Develop and test recommendations to clarify communication and streamline processes.
  - Produce a Financial Resource Access Improvement Brief for internal implementation and stakeholders
  - Facilitate at least two structured student feedback sessions, develop themes, and report findings

### **Preferred Qualifications**

- Interest in supporting low-income undergraduate students
- Interest in supporting traditional college aged students
- Strong customer service experience
- Demonstrated ability to assess and analyze communication structure (i.e. Instagram campaigns and newsletters), with a creative mindset and a confident approach to recommending and implementing changes as needed.
- Confident with creating graphics for Instagram and putting together newsletters
- Experience with assessment, surveys, or focus groups

### **Requirements (ex. licensed driver, access to personal vehicle)**

- BA/BS or equivalent experience
- US Citizen, national, DACA status, or legal permanent resident
- Must be able to complete federal background check

### **Logistics**

- Status: Hybrid

- VISTA will have a hybrid schedule which will be determined by SES staffing needs. Regardless, the VISTA role will be in person or online Monday-Friday. When in person they will work out of the Student Enrichment Services Office, 1927 Orrington, Evanston, IL 60208, Foster Walker, House 6
- Hours
  - M – F [10 AM - 6:00 PM]

## Benefits

### AmeriCorps VISTA Benefits:

- Bi-weekly living allowance of \$957.46
- End of service award (AmeriCorps member must choose one of two options; requires completion of full term of service to receive)
  - Segal AmeriCorps Education Award (\$7,395)
  - End-of-Service Cash Stipend (\$1,803.10)
- Relocation stipend for candidates moving more than 50 miles (\$750)
- Mileage reimbursement for candidate moving more than 50 miles (\$0.40/mile)
- Healthcare benefits (AmeriCorps member must choose one of two options)
  - Healthcare allowance for out-of-pocket expenses
  - Basic healthcare coverage
- 10 Days Personal Leave
- 10 Days Sick Leave
- 14 Days Holiday Leave
- Child care assistance for children under 13 years of age (**income dependent**)
- Student loan forbearance or deferment for certain loans
- 1 year of noncompetitive eligibility for federal positions\*
- Access to professional development opportunities provided by Campus Compact & AmeriCorps

### Additional Host-Site Benefits:

- On Campus Housing in Northwestern's graduate housing which includes a one bedroom, furnished and includes utilities.
- \$800 Campus dollar to use at on campus dining locations
- \$500 for professional development purposes

## How to Apply:

**Application:** [2026 Student Enrichment Services VISTA Application](#)

**Close:** Sunday, April 26, 2026

Please complete the 2026 Student Enrichment Services VISTA Application and Mayra Garces, SES Associate Director & SAW Director will follow-up with next steps.

The last day to submit an application for this position is **Sunday, April 26th, however**, this position will be filled on a rolling basis, and we recommend applying as soon as the application opens.