

Graduate Assistant

Description

The GSRC Graduate Assistant (GA) will gain valuable skills that can be transferred to many career opportunities for any scholar/practitioner looking for community-based, student-facing work. The GSRC GA position will support administrative projects, educational initiatives, and be expected to facilitate events and dialogues serving Northwestern's student population. The GA will also collaborate within and outside of CIC to address the needs of students while remaining in scope of the GSRC goals and learning outcomes.

The terms for appointment for the GSRC GA's will be from **September 2, 2025 – June 19, 2026**. By applying for this position, you are agreeing to this start date. The hourly rate for this position is **\$20.00** per hour with a maximum of 20 hours each week. GAs will work with their supervisor to set a weekly schedule. GAs are only permitted to work when Northwestern classes are in session; not during university [breaks](#) and [holidays](#). Some evening and weekend hours are necessary. Completion of a bi-weekly timesheet is required. Graduate Assistants must be enrolled in a graduate degree program at any Chicago-land university. This position has the option of a maximum 4 hours each week to be done virtually depending on assigned projects and with supervisor approval.

Responsibilities of the Graduate Assistant include:

- Plan, implement, and evaluate GSRC sponsored events throughout the year on topics related to the LGBTQIA+ student population. Including, but not limited to the following new and on-going GSRC efforts: Intergeneration Initiatives, Queer Book Club, Community Service Project
- Conduct academic or peer-institutional research related to the development of GSRC-related services, events, and educational resources.
- Support the GSRC operations through the completion of administrative projects
- Establish and staff dedicated office hours in the Gender and Sexuality Resource Center
- Establish and maintain connections with academic departments, student groups, and community organizations and assist with determining collaborative efforts.
- Support other programs, as appropriate, sponsored by departments within Campus Inclusion and Community, the Division of Student Affairs, and the NU community.
- Correspond with students and individuals seeking information about MSA.
- Serve as GSRC representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.
- Assist in the development of student group leaders by addressing concerns regarding student group needs such as programming, discussion, and facilitation, as well as developing any relevant training materials for GSRC recognized student groups.
- Complete other duties as assigned.

To apply, please fill out the GSRC Application on the GSRC's website.

About Northwestern

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.