

# Northwestern | STUDENT AFFAIRS

## Gender and Sexuality Resource Center

### **Student Resource Advisor (SRA)**

#### **SRA Job Description**

The Student Resource Advisor (SRA) role is a front facing leadership position within the Gender & Sexuality Resource Center (GSRC). It serves as a key representative of the center's mission and values, acting as a first point of contact for students, faculty, staff, and visitors. SRAs play a vital role in community building and customer service, ensuring that everyone who enters the space feels welcomed, supported, and connected.

Beyond daily operations, SRAs contribute to the GSRC's culture of engagement by modeling commitment to the community, fostering belonging, and supporting peers through resource guidance and solution focused assistance. Their leadership ensures a safe, inclusive, and responsive environment that reflects the needs and experiences of the Northwestern community.

#### **SRA Job Overview**

- **GSRC Hours of Operation**
  - Sunday – Saturday: 11:00 AM – 12:00 AM
- **Shifts**
  - Must be available to work 4 shifts a week (8-9 hours)
    - Each shift is two hours in duration, except for the closing shift, which is three hours in duration
    - Can work up to 15 hours per week
  - Must be available to work at least one weekend shift
- **Continuing Educations (Required Attendance)**
  - Wednesday, September 23, 2026 from 4:00 PM - 7:00 PM
  - Sunday, October 11, 2026 from 5:00 PM - 7:00 PM
  - Sunday, November 8, 2026 from 5:00 PM - 7:00 PM
  - Sunday, January 10, 2027 from 5:00 PM - 7:00 PM
  - Sunday, February 7, 2027 from 5:00 PM - 7:00 PM
  - Sunday, April 11, 2027 from 5:00 PM - 7:00 PM
  - Sunday, May 2, 2027 from 5:00 PM - 7:00 PM
- **Starting Wage**
  - \$16.00/hour
- **Reporting Structure**
  - SRA's report to the Space Supervisor

## **SRA Responsibilities**

- **Operational Oversight:** Taking responsibility for opening, daily, and closing procedures, maintaining the functionality and readiness of the space, and ensuring smooth operations throughout all GSRC open hours
- **Front Desk Leadership & Customer Service:** Serving as the primary point of contact by providing exceptional customer service, triaging questions, and managing interactions with diverse campus members with determination and care
- **Community Building:** Actively contributing to a positive, inclusive atmosphere by engaging with students, offering resource navigation, and building a sense of belonging for everyone
- **Peer Support & Guidance:** Assisting peers in accessing services, providing technical or resource related support, offering informed responses, and acting as a trusted campus partner
- **Professional Development & Team Leadership:** Attending Continuing Education meetings and teambuilding opportunities that elevate both individual and group performance. SRAs serve as role models for accountability, communication, and collaboration building opportunities that elevate both individual and group performance.

## **SRA Expectations**

- Strong time management and reliability
- Independent problem solving paired with collaborative teamwork
- High attention to detail and organizational excellence
- Commitment to equity, inclusion, and peer engagement
- Customer service mindset and ability to build effective relationships
- Desire to contribute meaningfully to community building through service, empathy, and resource support

## **SRA Minimum Qualifications**

- Current enrolled Northwestern University undergraduate student
- Must be a second, third, or fourth(+)-year NU-UG student
- Available for at least **ONE** weekend shift each week
- Lowest acceptable GPA 2.5