

# Northwestern | STUDENT AFFAIRS

## Gender and Sexuality Resource Center

### Media & Engagement Leader (MEL)

#### MEL Job Description

The Marketing and Engagement Leaders (MEL) assist with planning and executing educational events/programs by developing and designing digital and print resources. They serve as ambassadors of the GSRC through community outreach. Maintaining awareness of opportunities for community engagement (events and programs outside of the GSRC) is essential to the role. MEL's aid in the creative and programmatic direction of the GSRC, both internally and externally.

#### MEL Job Overview

- **GSRC Hours of Operation**
  - Sunday – Saturday: 11:00 AM – 12:00 AM
- **Shifts**
  - Must be available to work 8-12 hours each week
    - There is no specific start/end time with shifts; work is often done remotely
  - Must be available to attend and document community events (to be discussed with supervisor)
  - Must be available to work weekends
- **Quarterly Trainings with Associate Director**
  - Fall (first week of class)
  - Winter (first week of class)
  - Spring (first week of class)
- **Continuing Educations (Required Attendance)**
  - Wednesday, September 23, 2026 from 5:00 PM - 8:00 PM
  - Sunday, October 11, 2026 from 6:00 PM - 8:00 PM
  - Sunday, November 8, 2026 from 6:00 PM - 8:00 PM
  - Sunday, January 10, 2027 from 6:00 PM - 8:00 PM
  - Sunday, February 7, 2027 from 6:00 PM - 8:00 PM
  - Sunday, March 7, 2027 from 6:00 PM - 8:00 PM
  - Sunday, April 11, 2027 from 6:00 PM - 8:00 PM
  - Sunday, May 2, 2027 from 6:00 PM - 8:00 PM
- **Starting Wage**
  - \$15.50/hour
- **Reporting Structure**
  - MELs report to the Associate Director of the GSRC

### **MEL Responsibilities**

- Design and share weekly posts on the GSRC Instagram page
- Create posters that align with GSRC programming and flyer throughout the campus
- Communicate with other Campus Inclusion & Community (CIC) units regarding programming
- Communicate with the Gender & Sexuality Studies program regarding events

### **MEL Expectations**

- Meet weekly with the Associate Director of the GSRC
- Strong time management and reliability
- High attention to detail and organizational excellence
- Desire to serve peers and act as a role model
- Comfortable communicating with students, staff, community members, alumni, and faculty

### **MEL Minimum Qualifications**

- Current enrolled Northwestern University undergraduate student
- Must be a second, third, or fourth(+) year NU-UG student
- Design experience (photography, graphic design, canva, adobe, etc.)
- Lowest acceptable GPA 2.5