

# Northwestern | STUDENT AFFAIRS

## Gender and Sexuality Resource Center

### Space Supervisor (SS)

#### **SS Job Description**

The Space Supervisor is a student leadership role responsible for overseeing daily operations within the GSRC, supporting the Student Resource Advisor (SRA) team, and fostering a thriving environment rooted in community building and customer service. As a senior student leader, the Space Supervisor works directly with the Assistant Director of the GSRC to ensure that the space remains a welcoming, well-maintained, and high functioning resource for all students.

Space Supervisors play a central role in developing the SRA team experience through mentorship, training leadership, and operational oversight. They contribute to the GSRC's mission by supporting student belonging, coordinating educational initiatives, and helping maintain an open, inclusive community space that reflects the needs of Northwestern students.

#### **SS Job Overview**

- **GSRC Hours of Operation**
  - Sunday – Saturday: 11:00 AM – 12:00 AM
- **Shifts**
  - 12 hours required each week
  - 16 hours available each week
  - 1 hour in-person meeting each week with the Assistant Director of the GSRC
- **Continuing Educations (Required)**
  - Wednesday, September 23, 2026 from 4:30 PM - 8:30 PM
  - Sunday, October 11, 2026 from 4:30 PM - 7:30 PM
  - Sunday, November 8, 2026 from 4:30 PM – 7:30 PM
  - Sunday, January 10, 2027 from 4:30 PM - 7:30 PM
  - Sunday, February 7, 2027 from 4:30 PM - 7:30 PM
  - Sunday, March 7, 2027 from 4:30 PM - 7:30 PM
  - Sunday, April 11, 2027 from 4:30 PM - 7:30 PM
  - Sunday, May 2, 2027 from 4:30 PM - 7:30 PM
- **Starting Wage**
  - \$16.00/hour
- **Reporting Structure**
  - SS reports to the Assistant Director of the GSRC

## **SS Responsibilities**

- **Leadership, Mentorship, & Community-Building**
  - Provide direct leadership to the SRA team by cultivating a climate of community building and customer service in all daily interactions
  - Hold monthly 1:1s with SRAs, offering coaching, guidance, accountability, and resource support
  - Serve as a knowledgeable point of contact on GSRC practices, student needs, and campus resources
  - Support the SRA team in fostering a welcoming, inclusive, and community-oriented environment
- **Training & Continuing Education Leadership**
  - Lead and facilitate Continuing Education sessions, contributing to curriculum development, peer learning, and skill-building opportunities
- **Operational Oversight & Space Management**
  - Conduct weekly space maintenance checks, ensuring the GSRC remains safe, functional, and accessible for all visitors
  - Oversee general GSRC operations, including reservations, shift reports, space upkeep, and library organization
  - Serve as an on-shift resource via Slack and email, helping SRAs troubleshoot questions and operational concerns
  - Perform SRA responsibilities when needed, including front desk shifts and customer service-centered needs
- **Program & Resource Support**
  - Maintain and organize SRA resources and internal documentation
  - Support evaluation and assessment efforts related to the SRA performance and GSRC space usage

## **SS Expectations**

- Experience supporting university operations, facilities, or programs
- Ability to work independently and proactively while managing multiple priorities
- Strong communication skills and confident decision-making abilities
- Demonstrated commitment to engagement, belonging, and community-centered service

**SS Minimum Qualifications**

- Current enrolled Northwestern University undergraduate student
- Must be a third or fourth(+)-year NU-UG student
- Must have prior experience as a Student Resource Advisor (SRA)
- Lowest acceptable GPA 2.8