

# Northwestern | SOCIAL JUSTICE EDUCATION

## 2023-2024 Graduate Assistant for Student-Led Dialogue Programs

The Graduate Assistant (GA) for Student-Led Dialogue Programs in Social Justice Education is a part-time employee and full-time graduate student who is directly supervised by the Assistant Director of Social Justice Education. The GA works closely with the Assistant Director of Social Justice Education, the Administrative Assistant of Social Justice Education, and Undergraduate Interns to oversee all matters pertaining to the development, implementation, facilitation, training, and assessment of the student-led dialogue programs, including the Peer Inclusion Educators (PIE) and Sustained Dialogue (SD).

To learn more about PIE visit: <https://www.northwestern.edu/socialjustice/programs/peer-inclusion-educators/index.html>.

To learn more about SD visit: <https://www.northwestern.edu/socialjustice/programs/sustained-dialogue/index.html>.

The term for appointment for the GA will be from August 31, 2023 – June 7, 2024. By applying for this position, you are agreeing to this start date. The graduate assistantship begins with a two-day mandatory training that will take place August 31 – September 1, 2023. To be successful in your position, it is critical that GAs attend the entirety of the training from 9:00-5:00pm each day. Specific responsibilities are outlined below.

### Responsibilities of the Graduate Assistant include:

- Assist the Assistant Director in overseeing the Peer Inclusion Educators Program (PIE) and Sustained Dialogue Program (SD).
- Directly supervising 2-3 PIE and SD Undergraduate Interns and supporting the supervision of PIE facilitators and SD moderators (mods).
- Recruit, select, onboard, train, and coach of PIE Interns, SD Interns, PIE facilitators and SD mods to develop the skills to facilitate and build curriculum around topics of social justice, equity, dialogue, and inclusion.
- Assist the Assistant Director in creating and implementing assessments for our student facilitators, participants, and programs – including an end of quarter report.
- Assist with all coordination for the PIE and SD programs including scheduling, room reservations, snacks for PIE meetings and boosters, SD moderator leadership meetings (MLDs) and SD participant group meetings.
- Support the scheduling and managing of PIE workshops and boosters.
- Oversee the content development and facilitation of PIE meetings and MLDs.
- Support the tracking and managing of the budget and resources of PIE and SD.
- Perform additional duties related to PIE, SD and Social Justice Education office-wide initiatives as assigned.

### Ideal candidate:

- Strong organizational skills, communication, and facilitation skills.
- Comfort and experience organizing workshops, presentations or events related to dialogue, facilitation, or topics of social justice.
- Desire to connect topics or values of social justice to their personal or professional life.
- Values self-reflection and feedback.
- Experience in one or more of these areas may be useful: student facilitation, social justice dialogues, student development, multicultural or social justice programming, social psychology, restorative or transformational justice, youth, community, or student organizing, sustained dialogue, intergroup dialogue, or community engagement education.

Graduate Assistants should have strong interpersonal skills, flexibility, cultural awareness and sensitivity, and the ability to complete a broad range of responsibilities/projects. Graduate Assistants must be at least part-time students and are

expected to work 20 hours per week at \$16/hour. We are not able to offer a tuition waiver, health insurance, or other benefits, but we do provide access to professional development opportunities and funds and will do our best to work with you to ensure you receive internship or placement credit for your work with us.

To apply, please fill out the CIC Graduate Assistant Application Form found on the [CIC website](#). Applications will be accepted and reviewed until the position is filled.

### **About Northwestern University**

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.

As one of the newest additions to the Division of Student Affairs, the Department of Campus Inclusion and Community is dedicated to collaborating with students, faculty, and staff with the aim of making Northwestern University an inclusive community for all Wildcats. DCIC's primary goal is to cultivate a community of respect at Northwestern. Visit our website for more information about the department: <http://www.northwestern.edu/inclusion/>.