

Northwestern | STUDENT AFFAIRS

Multicultural Student Affairs

2024-2025 Graduate Assistant Position Content Focus: The Multicultural Center Operations

About MSA

Multicultural Student Affairs (MSA) is one of five departments within Campus Inclusion and Community (CIC) at Northwestern University. MSA's mission honors the historic legacy of those that fought for existence on campus by providing space, resources and opportunities for Black, Indigenous and students of color to convene, celebrate and grow.

About the Graduate Assistant Position

Graduate Assistant (GA) of Operations plays a pivotal role in supporting the organization's functional areas of the Multicultural Center. The primary objective of this position is to ensure the seamless operation and maintenance of our services and facilities. The ideal candidate will possess exceptional communication and organizational skills, along with the ability to work both independently and collaboratively, while demonstrating a strong commitment to cultural competence.

Reports to: Associate Director of Multicultural Student Affairs

The Graduate Assistant role supports the operational functions of the Multicultural Center at Northwestern University. The term for appointment for MSA GA's will be from September 4, 2024 –June 20, 2025. 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 September 4 - 5, 2024. To be successful in your position, it is critical that GAs attend the entirety of the training from 9:00-5:00pm each day.

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.

Responsibilities of the Graduate Assistant include:

- Support the logistics and communication with InclusionNU Fund Board members and student organizations 20%
- Support the logistics and planning of the Multicultural Center Advisory Board 20%
- Collecting & analyzing data from MSA's social media platforms, newsletters, reservation system, and InclusionNU 15%
- Assist in the preparation and distribution of the MSA website and weekly/bi-weekly Newsletter 15%
- Coordinate the scheduling of the Multicultural Center Affiliates/Staff in Residency 10%
- Attend regular MSA/CIC Staff Meetings 10%
- Support the logistics and coordination of tours of the Multicultural Center 5%
- Assist in organizing and maintaining the Multicultural Center Basement Storage 5%
- Complete other duties as assigned.

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>