Student Enrichment Services Graduate Assistant
Position Description

2020-2021 Graduate Assistant Position

Student Enrichment Services (SES) is one of three departments within Campus Inclusion and Community at Northwestern University and opened its doors in October 2014. SES partners with first generation, undocumented/DACA, and/or lower-income students to foster identity development, navigate campus resources, and build community. Through campus-wide partnerships and advocacy, SES strives to build an inclusive Northwestern community that is welcoming, supportive, and accessible for all students.

About the Graduate Assistant Position

The Graduate Assistant (GA) for Student Enrichment Services is a part-time staff member, who is directly supervised by an Assistant Director of Student Enrichment Services. The individual in this position assists the Assistant Director in all matters pertaining to the development and growth of programming and outreach to the first-generation, lower-income, and/or undocumented/DACA undergraduate population at Northwestern. Programs could include but are not limited to: Compass Peer Mentor Program, Ryan Scholars, Work the Room, etc. Specific areas of responsibilities are outlined below.

The GA for Student Enrichment Services will start Monday, September 7, 2020. By applying for this position you are agreeing to this start date.

Responsibilities of the Graduate Assistant include:

- Attend full day orientation training
- Graduates Assistants work 15-20 hours per week.
- Assist with the development of events and programs. Manage event-planning, logistics, and marketing/outreach for programming
- Research best practices at other universities around the experience of first-generation and lower-income students.
- Attend meetings with staff, students, other CIC graduate assistants, and stakeholders to build community and offer ideas for partnership and co-sponsorship across all CIC departments.
- Develop and facilitate workshops for students (some nights and weekend hours expected)
- Serve as an SES representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.
- Assist with other SES office projects like Winter Gear and walk-in appointments
- Attend CIC Committee meetings, Northwestern Student Engagement meetings, and Northwestern Student Affairs meetings.
- Seek Professional Development Opportunities inside and outside of the University to help you progress as a Student Affair professional.
- Meet with Students when needed when they come into the SES office for any questions or concerns.
- Assist with with Purple Pantry, Commencement, Dillo day, and other large University Events if needed or asked.
- Other duties as assigned.
To apply, please fill out the CIC Graduate Assistant Application Form and submit a resume, cover letter and the names, addresses, and phone numbers of three (3) references.

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 enhances 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/](http://www.northwestern.edu/inclusion/).