The Graduate Assistant (GA) for Social Justice Education is a part-time employee and full-time graduate staff member, who is directly supervised by the Assistant Director for Social Justice Education. The individual in this position assists the Assistant Director in all matters pertaining to the development, implementation, and assessment of opportunities for dialogue, social justice and bystander intervention training in Social Justice Education. Specific areas of responsibilities are outlined below.

The GA for SJE will start on Thursday September 5, 2020. Graduate Assistants are required to attend a two-day orientation from Thursday, September 3, 2020 to Friday, September 4, 2020 from 9-5pm.

Responsibilities of the Graduate Assistant include:

- Assist the Assistant Director in overseeing the Peer Inclusion Educators (PIE) Program, and any other programs related to social justice education or bystander intervention.
- Supervise and support the development of 1-2 undergraduate PIE Interns.
- Coordinate, develop, and facilitate workshops around social identity, power, privilege, oppression, inclusion, facilitation and bystander intervention with members of the Northwestern community.
- Recruit, train, coach student facilitators.
- Assist in creating and implementing assessments for programs and trainings.
- Support the marketing of Social Justice Education programs and events.
- Create end of quarter reports.
- Perform additional duties as assigned by the Assistant Director or Director, including support for the Justice and Allyship Retreat (JAR).

Ideal candidates will:

- Be interested in developing as a facilitator, social justice educator, and supervisor.
- Have experience facilitating or dialoguing around topics of social justice or inequity.
- Have familiarity with some or all of the following: social justice concepts, intergroup relations, sustained or critical dialogue, student development, bystander intervention, experiential learning, leadership development, multicultural education, gender-based violence, or community education programming.

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.

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/.