

Summer Academic Workshops Graduate Assistant (1 Position Available)

Dates of Internship: 05/22/2024 - 09/16/2024

- Onsite support (housing and meals) will not be provided during 05/22/2024 - 08/09/2024
- There is flexibility to work remotely during 05/22/2024 - 08/09/2024
- Housing and meals provided during 08/12/2024 – 09/16/2024
- No assistance with move-in and move-out

Payment/Stipend:

- \$20/hr at 10-15 hrs/week (05/22/2024 - 08/09/2024)
- \$4000 stipend (08/12/2024 – 09/16/2024)

Program Background:

Northwestern University's [Summer Academic Workshop \(SAW\)](#) is an all-cost covered, three-week program designed to equip incoming, first-year students with the tools to thrive at Northwestern. Students earn credit for one (1) English 100 writing course. They will live together in a campus residence hall and experience Northwestern life under the mentorship of six upper-class peer counselors. Students also participate in cultural and social co-curricular workshops and events curated by Student Enrichment Services, as well as take part in a workshop series designed by faculty from the School of Communication where digital media and storytelling offer opportunities to explore identity, promote personal development, and build community.

Responsibilities

- Serve as the **live-in, Resident Director** during the Summer 2024 Program, beginning Sunday, August 11th, 2024, through Friday, September 13th, 2024. This includes evening hours and weekends.
- Work closely with Assistant Director of Student Enrichment Services on the planning, logistics and execution of major SAW programming, including Opening and Closing Ceremonies, field trip(s) and participant merchandise.
- Provide supervision and direct support to up to two (2) SAW Counselor Coordinators and indirect support to six (6) SAW Counselors.
- Assist with the development and implementation of training materials for the SAW Counselor Coordinators, who will serve as functional support to the six SAW Counselors.
- Assist with the development and implementation of training materials for the SAW Counselors, who will serve as mentors for the SAW participants (incoming first-year students).
- Report directly to Associate Director of Student Enrichment Services for on-site emergent crisis.
- Work closely with SAW Counselor Coordinators to organize and manage the Counselor's daily duty rotation and resident hall activities
- Attend and/or facilitate meetings weekly meetings with SAW Counselor Coordinator(s)
- Attend weekly SAW Staff Meeting(s) with SES Assistant Director, SAW GA and SAW Counselor Coordinator

Qualifications:

- Must be a graduate student currently enrolled in a higher education/college student personnel or related program within the United States.
- Knowledgeable about the transition of first generation and lower income (FGLI) students to university.
- Familiarity with leadership development of students and developing community and sense of belonging among students.
- Background within working with undergraduate students in some capacity and utilization of conflict resolution skills,
- Demonstrated commitment and understanding of inclusion, diversity and social justice.

Application:

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should be no more than one page and must include examples of how your past experiences apply to this position. **Please send your materials to Assistant Director of Student Enrichment Services, Braini McKenzie, braini@northwestern.edu by March 1st at 5:00 PM CST.**

Interviews:

Virtual interviews will take place during the week of March 4th – 8th, 2024.

Questions:

For questions and/or concerns, please email Braini, braini@northwestern.edu