

Northwestern | STUDENT AFFAIRS

Multicultural Student Affairs

2022-2023 Graduate Assistant Position Content Focus Latinx/a/o Students

About MSA

Multicultural Student Affairs (MSA) is one of three departments within Campus Inclusion and Community (CIC) at Northwestern University. Our mission is to enrich the cultural experience of Northwestern through leadership and education programming; providing opportunities for community engagement and identity expression; and assisting students in navigating the University.

About the Graduate Assistant Position

Graduate Assistants (GA) in MSA will gain valuable skills that can be transferred to any area within higher education and beyond. Each GA will be supervised by one of our five full-time staff members, who each serve as a content expert for one of the following student communities: African-American/Black; Asian, Pacific Islander, and Desi American (APIDA); Latino/a/x; Native American/Indigenous; and Lesbian, Gay, Bisexual, Transgender, Queer. In addition to working with a specific student community, the GA is also given the opportunity to work across communities through collaborations both within and outside of CIC that address the needs of the LGBTQIA+ student body while remaining in scope of MSA's goals and learning outcomes.

The term for appointment for MSA GA's will be from September 1, 2022 – June 30, 2023. 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 1 - 2, 2022. Orientation may be virtual or in-person and has not been determined at this time. 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 \$16.00 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:

- Assist the staff with the planning, implementation, and evaluation of MSA sponsored programming throughout the year, especially during Latinx Heritage month, which starts early October and runs through November due to Northwestern's quarter system.
- Coordinate and execute monthly Latinx Community Nights and Latinx Discussion Groups. This includes: reserving spaces, developing curriculum, program assessment, and managing a combined budget of \$3,150
- Coordinate annual altar for Dia de los Muertos / Day of the Dead.
- Coordinate quarterly Latinx Book Club collaboration with Latina Latino Studies Program faculty.
- Coordinate the annual Latinx Congratulatory Celebration.
- Manage an additional budget of \$2,600 for additional programming, professional development, and discretionary funds.
- Reach out to community organizations to build a bridge between Northwestern and the Evanston Community to provide additional resources and community engagement opportunities for students.
- Research best practices at other universities as it relates to multicultural student affairs and diversity-related services.
- Assist in the advising of student groups.
- Attend regular staff meetings (MSA, Campus Inclusion and Community, and Student Engagement)
- Establish & maintain connections with academic departments & assist in determining collaborative efforts.
- Support other programs, as appropriate, sponsored by departments within Campus Inclusion and Community, the Division of Student Affairs and the NU community through committee work.

- Correspond with prospective students, alumni and other individuals seeking information about MSA.
- Assist in the development of student group leaders by addressing concerns regarding student group needs such as programming, discussion and facilitation, as well as developing any relevant training materials for MSA recognized student groups.
- Complete other duties as assigned.

To apply, please fill out the CIC Graduate Assistant Application Form.

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/>.