

Multicultural Student Affairs Graduate Assistant

Content Focus Native American and Indigenous Students

Position Description 2021-2022 Graduate Assistant Position

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-American/Pacific Islander/Desi, 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 by focusing on one or more of our major programming areas: Identity Engagement; Leadership & Education; or Institutional Navigation. For more information on these areas and our programming, visit our website at www.northwestern.edu/msa.

The term for appointment for MSA GA's will be from **September 1, 2021 – June 30, 2022**. By applying for this position, you are agreeing to this start date. The graduate assistantship begins with a three-day mandatory training that will take place **September 1-3, 2021**. 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 Native American Heritage Month, in November
- Assist in the coordination of Northwestern University's annual Sand Creek Massacre Commemoration, and event honoring Cheyenne and Arapaho lives lost during the Sand Creek Massacre and Northwestern's entanglement with this history.
- Coordinate and execute Harvest Indigenous Discussions, three times per quarter. This includes: reserving spaces, developing curriculum, and program assessment.

- Assist with the development, implementation, and improvement of new and existing programs based on Native and Indigenous students' needs and feedback. Develop relationships with students through programming, one-on-one advising, and attending student group events.
- Coordinate the annual Native American and Indigenous Community Dinner, which serves as an end-of-the-year celebration and an update to the greater Chicago Native American community on Native American Initiatives at Northwestern.
- Support work that furthers the goals and recommendations listed by the Native American Outreach and Inclusion Task Force.
- Participate on committees and groups within the larger Chicagoland Native and Indigenous Community to provide additional resources and community engagement opportunities for students, including serving on the Urban Education Working Group of the Chicago American Indian Collaborative (CAICC).
- Participate in programs designed to welcome Native and Indigenous students and parents during Wildcat Welcome, Northwestern's new student orientation.
- Attend a range of meetings with staff, students, and other community stakeholders to assist with community building and strategic planning efforts, including monthly CIC meetings, weekly MSA staff meetings, and the Native American and Indigenous Steering Group.
- Research best practices at other universities as it relates to multicultural student affairs and diversity-related services.
- Assist in the advising of student groups.
- 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.
- Complete 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.

Link to application <https://forms.dosa.northwestern.edu/view.php?id=1763826>

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/>.