

2022 SAW Graduate Assistant Position

The Summer Academic Workshop (SAW) is a three week, credit-bearing summer program that develops the writing skills students will need to be successful during their academic career. SAW empowers students with the knowledge, skills, and confidence necessary to successfully navigate the university and provides students with the writing skills needed to succeed throughout their academic careers. Students benefit from the mentorship of upperclassmen who serve as Peer Counselors; instruction of Faculty affiliated with Northwestern's esteemed Writing Program; and support and guidance from staff in the Department of Campus Inclusion & Community. Open to all students, priority in SAW is given to first-generation and/or low-income students.

Founded in 1966, SAW is the oldest program of its kind at Northwestern, benefitting more than 1500 students over the years. The program is sponsored by the Associate Provost for Undergraduate Education and coordinated by the Campus Inclusion and Community (CIC.) The mission of CIC is to work collaboratively with the university community to cultivate inclusive learning environments through intentional engagement with difference. CIC works in collaboration to connect the work of Multicultural Student Affairs (MSA), Social Justice Education (SJE), and Student Enrichment Services (SES).

Position Description

CIC seeks a Graduate Assistant (GA) to assist with the 2022 Summer Academic Workshop. The GA serves as a key point person in the planning, implementation, and overall success of SAW. The successful candidate will train, supervise, and assess six (6) undergraduate Counselors; work closely with the Co-Director of SAW in the planning, implementation, and assessment of SAW's learning outcomes; and lead activities designed to support students' personal development.

The SAW GA position is a half-year appointment from Monday, May 16 – Sunday, September 11, 2022. The GA is expected to complete 15 hours each week (in person or remote.) The GA will earn a total stipend of \$5625.00 (pre-tax), paid bi-weekly during the duration of the appointment. During the program, which runs from August 17 through September 11, 2022, residency on campus will be provided and required. A decision regarding the format of the program will be made as soon as possible and will align with University expectations. This position will remain open until filled.

Primary Responsibilities:

- Supervise and evaluate six (6) undergraduate Counselors in the completion of their primary responsibilities.
- Attend and participate in the regularly scheduled SAW Committee meetings.
- Assist the CIC staff in the planning, implementation, and assessment of educational initiatives designed to further students' personal development.
- Coordinate, manage and assess the undergraduate Counselor training program, in partnership with the Co-Director of SAW.
- Organize and manage the Counselor's daily duty rotation.
- Coordinate and attend evening and weekend SAW activities to ensure their success, in conjunction with CIC staff.
- Serve as a liaison between SAW students, Counselors, and CIC staff as necessary.
- Complete other duties as assigned.

Qualifications & Competencies (Education, experience, skills, knowledge, and abilities):

1. Completed at least one year of a master's degree program in College Student Development, Higher Education Administration, or a related field.
2. Experience with peer mentoring or advising.
3. Familiarity with theory related to college student identity development, especially as it relates to low-income students, first-generation college students, LGBTQIA students, and/or students of color.
4. Strong interpersonal and organizational skills.
5. Must work well as part of a team and independently.
6. Proficient in Microsoft Office 2013 and Box.com collaborative tools.

To apply, please send a cover letter, resume, and three (3) references to: saw@northwestern.edu

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, 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. CIC'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/>.