

# Northwestern

## STUDENT ENRICHMENT SERVICES

### SES Graduate Assistant Position Description

#### 2022-2023 Graduate Assistant Position

Student Enrichment Services (SES) is one of three departments within Campus Inclusion and Community at Northwestern University and opened its doors in October 2014. SES partners with first generation, undocumented/DACA, and/or lower-income students to foster identity development, navigate campus resources, and build community. Through campus-wide partnerships and advocacy, SES strives to build an inclusive Northwestern community that is welcoming, supportive, and accessible for all students.

#### About the Graduate Assistant Position

Are you passionate about supporting brilliant college students who are first in their families to attend college and/or from lower-income backgrounds? Are you interested in learning more about student success work? Consider joining the Student Enrichment Services Team at Northwestern University. Student Enrichment Services (SES) is hiring 2 Graduate Assistants (GAs) that are enthusiastic about supporting FGLI students throughout their undergraduate careers, while helping make Northwestern a more welcoming and inclusive environment.

The ideal GA will have served in some capacity or been involved with FGLI students through the lens of social identity development and leadership development. The SES GAs are part-time staff members, who are directly supervised by one of the Assistant Directors in SES. These individuals assist the Assistant Director in all aspects of SES programming from event coordination, student supervision, to assessment.

The GA for Student Enrichment Services will start September 2022–June 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 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:

- Attend full day GA Orientation training coordinated by Campus Inclusion and Community (CIC)
- Graduate Assistants work 15-20 hours per week; Exact hours are finalized with supervisors
- Some evening hours required for all GAs, but one GA will have Monday and Thursday/Friday hours from approximately 5-8 p.m.
- Supervise student leaders, if applicable
- Assist Assistant Director with program planning
- Research best practices at other universities around the experience of first-generation and lower-income students.
- Attend meetings with staff, students, other CIC graduate assistants, and stakeholders to build community and offer ideas for partnership and co-sponsorship across all CIC departments
- Serve as an SES representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs
- Assist with other SES office projects, including but not limited to assistance with Winter Gear, Welcome Kits, Front Desk Coverage, and walk-in appointments
- 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.

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 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/>.